



- CLUB DEVELOPMENT OFFICER -

Dryburgh Athletic Community Club

37.5 hours per week – Salary banding £25,500 - £28,500 DOE plus Performance related bonus

Dryburgh Athletic Community Club as part of our planned and future development are looking for a committed, enthusiastic self-starter to lead this exciting new phase for our club development work contributing to the objectives within the club development plan where Dryburgh provide services and support to the local community.

The post holder will work closely with our Executive board, managing our football education officer, focusing on identified club objectives including the delivery of high quality coaching sessions, strengthening the links with local schools and engaging the community in wider club activity.

The role will also focus on engagement with local business, local and national fund providers to secure funding to deliver further benefit to the club and wider community.

The ideal candidate will have a wealth of experience in coaching football to children and young people and a Scottish FA "C" Coaching Licence is desirable to take on this delivery role. However, if you think you have what it takes let talk!

If you think you have the skills, experience and passion to help us to develop our football club, this could be the perfect opportunity for you.

For more information or to arrange an informal chat, contact dryburghacc@gmail.com or call Club Chair Craig Fyall on 07340818351

Closing Date: 03/06/2025

Interview Date: TBC



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Job Role:

Our charity is about to experience a period of growth, and we require an organised, proactive, and vibrant person to contribute to our organisations social objectives by developing and delivering our football programme and activities with schools. The charity currently has three core functions: participation in football & physical activity, education, and health & well-being.

The Football Education Officer will lead and assist in the planning, delivery, and evaluation of our new extra- curricular programme to support young people in accessing extra organised activities before and after school, as well as during curriculum time.

Key Duties:

- To lead, manage and develop the organisations activities and programmes in line with our mission, vision, and values at utilising club facilities.
- Manage and support with the delivery of our school sessions and look to further expand our offering.
- Manage and support our Football Education Officer in the delivery of sporting sessions.
- Liaise with parents/guardians and carers and school staff to ensure strong partnership working with all stakeholders.
- Lead and support in working alongside each family to understand the needs of everyone participating.
- Plan and coordinate funding from external sources on a local, regional and national level ensuring the club achieves the funding target as set out by the Senior Leadership Team.
- Ensure that all risk assessments and registers are kept up to date.
- Oversee weekly written updates on the progress of the programme and feedback from parents.
- Plan extra-curricular activities during the school holidays that supports families all year round.
- Assist in the required monitoring and reporting of this programme.
- Develop positive relationships and provide key support to individuals within the school/ after school programme in line with their needs.
- Expand our offering within curriculum time though a Football for Schools programme.
- Provide reports to the Trustees and funders as and when required.
- Work closely with our partners to ensure all data collection, monitoring and evaluation are up to date and in line with GDPR policies.



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The person:

- * Organised
- * Personable/Approachable
- * Self motivated
- * Energetic
- * Dedicated
- * Effective communicator
- * Flexible
- * Player development minded
- * Target driven
- * Community supportive
- * Creative

Excited by this opportunity?

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