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| **Job Title:** | | **Women’s & Girls Programme Co-ordinator** | | | |
| **Business Area(s):** | | Women’s and Girls programme | Academy | | County in the Community |
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| **Reports To:** | | **Football Development Director** | | | |
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| **Major Function:** | | The Women’s & Girls Programme Co-ordinator will lead, deliver, and continuously improve Ross County’s Women’s & Girls Development Programme. This includes strategic planning, programme delivery, administration, and compliance, ensuring the club plays a leading role in growing participation, developing talent, and embedding a sustainable future for women’s football in the Highlands. | | | |
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| **Key Performance Indicators:** | | * Annual Women’s & Girls Development Strategy delivered and reviewed. * Year-on-year growth in female player participation and retention (with focus on U14+). * 100% compliance with safeguarding, registration, and governing body requirements. * Programme delivered within budget. * Number and value of sponsorships/partnerships secured. * Positive feedback from players, parents, coaches, and community stakeholders | | | |
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| **Principal Accountabilities** | | | | | |
|  | **Budget & Financial Control**   * Develop and manage budgets across the Women’s & Girls programme * Raise and approve purchase orders within authority limits * Monitor expenditure, receipt goods, and provide accurate reporting to Finance | | | | |
|  | **Strategy and Football Development**   * Work with the Head of Women’s & Girls Football and Football Development Director to design and implement a Women’s & Girls Development Strategy * Translate strategy into an annual implementation plan with clear milestones * Continuously review and adapt the programme to improve delivery and impact * Identify and engage underrepresented groups by working with schools, community partners, and grassroots clubs * Develop new initiatives to increase participation and retention, particularly for teenage girls (14+) * Build strong relationships with the SFA, SWPL, SWFL, and other governing/league bodies | | | | |
|  | **Programme Delivery and Logistics**     * Manage all logistics for training, fixtures, travel, matchday facilities, and officials * Ensure all training schedules, ground bookings, and equipment needs are in place * Lead on administrative, registration, and regulatory requirements with the SFA/SWPL * Ensure kit requirements are planned and aligned with club brand guidelines | | | | |
|  | **Funding and Partnerships**   * Work with the Commercial team to identify sponsorship, partnership, and funding opportunities * Support marketing and communications campaigns to grow the profile of the programme * Secure external funding streams in partnership with the SFA and community partners | | | | |
|  | **Compliance and Safeguarding**   * Ensure all activity meets SFA, SWPL, and club safeguarding and health & safety standards * Liaise with the Club’s CWPO to ensure full safeguarding compliance * Arrange staff CPD and training to ensure licences and qualifications are up to date * Act as RCFC’s representative at relevant governing body meetings | | | | |
| **Capabilities and Behaviours** | | | | | |
| **Capability Heading** | | | | **Level (1 – 5 where 5 is Highest level)** | |
| Process Management | | | | 3 | |
| Relationship management | | | | 4 | |
| Judgement and Analysis | | | | 5 | |
| Achievement Drive | | | | 5 | |
| Communicating and influencing | | | | 4 | |
| Strategic Orientation | | | | 3 | |

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| Knowledge & Experience | **Financial Management**   * Skilled in preparing, managing, and monitoring budgets to ensure cost control and value for money. * Able to produce accurate and timely financial reports covering all areas of the Women’s & Girls programme. * Understands and meets the requirements of the Finance department, ensuring all necessary information and documentation is provided.   **Industry Knowledge**   * Minimum 5 years’ experience in football, with a strong understanding of governance structures in the women’s game * Demonstrated ability to design and deliver development and professionalisation programmes * Deep understanding of the barriers to participation for females and underrepresented groups in football * Knowledge of local and national infrastructure, networks, and partner organisations that support the women’s and girls’ game * Familiarity with the SFA’s women’s and girls’ football strategy and its application at club level * Proven ability to work strategically with governing bodies, schools, community clubs, and partner organisations to grow the game * Passionate advocate for the development and progression of women’s and girls’ football   **Interpersonal Skills**   * Strong communicator with proven leadership, strategic thinking, and problem-solving ability * Able to influence and build credibility across the Women’s & Girls programme and the wider Club * Experienced in developing networks and maintaining relationships with a wide range of stakeholders to support strategic priorities * Highly organised, with excellent time management and prioritisation skills * Creative and decisive, with the ability to generate solutions and make sound decisions * Flexible and adaptable, able to work both independently and collaboratively within a team environment   **System Knowledge**   * Excellent IT skills, including the use of Microsoft Office applications |

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| **Business Unit:** | **Ross County FC** | **Assignment Date:** |  |
| **Assigning Manager Signature:** |  | **Probationary Period:** |  |
| **Assigning Manager Print:** |  | **Review Date:** |  |
| **Assigned Employee Signature:** |  | **Assigned Employee Print:** |  |