|  |  |
| --- | --- |
| **Job Title:** | **Women’s & Girls Programme Co-ordinator** |
| **Business Area(s):** | Women’s and Girls programme | Academy | County in the Community |
|  |
| **Reports To:** | **Football Development Director** |
|  |
| **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. |
|  |  |
| **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
 |
|  |  |
| **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 |

|  |  |
| --- | --- |
| 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
 |

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