



## **Assistant Football Education Officer**

Established in 1985, we are proud to manage and deliver football, physical activity and health & wellbeing programmes within the Blairgowrie & Rattray area. We believe that participation in football and physical activity really can change lives, and we are committed to creating opportunities for participation across Blairgowrie & Rattray, removing barriers such as age, gender, ability, and background.

Our charity provides a wide range of activities and programmes from mental health & wellbeing programmes to activities for young people to adults. With over 350 members, our facilities at Davie Park, Rattray welcome not only our members but a range of community groups and partners with an aim to make a difference to people's lives and aim to support with creating a positive destination.

What makes BRCFT different from many other sports and leisure providers is the fact that we invest into our community facilities and services we provide locally, the programmes we deliver and the communities we serve.

We are excited about recruiting an Assistant Football Education Officer to assist and complement our Football Education Officer and Football Development Officer to the growth and development of our football for schools' programmes, including working within our Extra Time Programme, delivering high quality coaching sessions and supporting and ensuring more opportunities are available locally.

Please see below enclosed:

- Job Description
- Person Specification
- Further Information
- How to apply



**Job Title:** Assistant Football Education Officer  
**Reporting to:** Football Education Officer  
**Working Hours:** 37 Hours per Week  
**Salary:** £22k – £24k Per Annum (1yr contract with potential of being extended)

**Closing Date:** Thursday 5<sup>th</sup> June 2025  
**Interview Date:** Tuesday 10<sup>th</sup> June 2025

## **Job Role:**

Our charity is continuing to grow, and we require an organised, proactive, and vibrant person to contribute to our organisations social & educational objectives by developing and delivering our football for school's programme and Extra Time programme. We have three core functions within our charity: participation in football & physical activity, education, and health & well-being.

The Assistant Football Education role will assist in increasing our offering in more schools and develop more exciting opportunities to be part of our organisation. This role will also assist in the delivery of our Extra Time programme to support young people in accessing extra organised activities before and after school that will benefit both the individual and family by providing additional child support and for parents/carers to access/stay in work or education.

## **Key Duties:**

- To develop the organisations activities in line with our mission, vision, and values.
- Support with increasing our offering of our Football for Schools programme in more schools locally.
- Assist in the planning & delivery of our Extra Time Programme working with the young people.
- Undertake any other reasonable duties directed by our Football Education Officer.
- Assist in the delivery of an extensive Holiday Programme offering across all school holiday periods.
- Assist in the required monitoring and reporting of our Football for Schools programme.
- Work closely with our partners to ensure all data collection, monitoring and evaluation are up to date and in line with GDPR policies.
- Assist in coaching with new teams and sponsored programmes such as Mini Kickers etc.



**Person Specification**

|                       | <b>Essential</b>  | <b>Desirable</b>   |
|-----------------------|---|--|
| <b>Qualifications</b> | Working towards UEFA Licence qualifications   | Educated to UEFA B Licence   |
| <b>Experience</b>     | <p>Proven experience working with young people and in a school setting.</p> <p>Practical experience in sports coaching.</p> | <p>Proven experience in working within a school/education setting and /or youth development.</p> <p>Comfortable working with families and teachers.</p> <p>Sports related HND/Degree</p> |



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| <b>Personal Attributes</b> | <p>Excellent communication skills – both internally &amp; externally.</p> <p>Passion for football and physical activity.<br/>Empathetic and supportive nature to participants' circumstances.</p> <p>Excellent people skills.<br/>Flexible to change.<br/>Highly professional at all times.<br/>Energetic and hard working.<br/>Full clean driving license and access to own vehicle</p> | <p>Competent in all Microsoft packages</p> <p>Experienced in monitoring &amp; reporting</p> |
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## **Our Vision**

Our vision is to improve the quality of life and outlook within Blairgowrie & Rattray, recognised as a key player in both sport and the community.

## **Our Values**

**Believe** – in yourself and others.

**Leadership** – be a role model.

**Attitude** – hard works beats talent.

**Inspire** – be enthusiastic & positive.

**Respect** - show respect irrespective of ability, age gender, race, religion, sexual orientation, or any other factor.

**Resilience** – never give up.

**Alliance** – dedicated to engagement, stronger together.

**Trust** – safe & sound.

**Teamwork** – work hard for others as well as yourself.

**Responsibility** – represent the club well within the community & display a positive behaviour.



**Active** – maintain good health & wellbeing.

**Yes, We Can** – use a cheerful outlook towards your goals.

### **Further Information**

The BRCFT Family aim to provide more and higher quality opportunities for children and young people to take part in football and physical activity before school, during lunchtime and after school, and to develop effective pathways between schools and our club and local community. Delivered in Rattray we will work with the local primary school to increase the opportunities for children to be active. Also, a range of universal and targeted programmes is offered to support children, young people, and families to access football and physical activity and reach their full potential.

This role will involve assisting in delivery of our Football for Schools offering and will assist in our Extra Time Programme using football and physical activity to support the development of key life skills, confidence, and self-belief to support children and families towards a brighter future. Partnership working is integral to the success of our approach.

We are looking for someone who has great people skills to build relationships with the young people and will fit well into a school and community setting. This post will have a varied remit, from co-ordinating and delivering our schools and Extra Time programmes, developing a positive environment, and working with partners to grow and develop football across Blairgowrie & Rattray. If you think you are what we are looking for and are up for the challenge of taking our game to the next level, then we want to hear from you!

Regardless of who we engage with we will always ensure we are offering an excellent and welcoming service. We are prioritising the recruitment of likeminded people who are committed team players working towards a common goal.

Please note that this role will require the person to work flexible hours including some varied daytime, evening, and weekend work.

### **How to Apply**

Email CV and Covering Letter to [sandythomson1949@gmail.com](mailto:sandythomson1949@gmail.com) by 05/06/2025

Please note: all covering letters should be tailored to the role, detailing specific areas of note that ensure we fully understand the relevance of your application. Please include job title in email subject.



**Checks for preferred candidate only**

Offers of employment will only be made once satisfactory reference checks and PVG processes have been conducted. In your CV, you are required to provide details of two referees who can provide information about you which is relevant to your application. One of the referees must be your current or most recent employer. Please note, we will only contact the noted referees if you are successful in our interview.

If you have no suitable previous employer who is able to provide an employment reference, a reference can be accepted from education establishments where you have been in education, or a character reference can be accepted from a person of 'good standing', eg Minister, Leader of Voluntary Organisation, GP. The organisation does not accept references from family members or friends. The organisation reserves the right to ask for details of a further referee where we are not satisfied for any reason.

**Other paid employment or business activity**

If you are in paid employment or have a business activity which you wish to continue if you are appointed to this job, BRCFT will consider whether this would cause a conflict with your contractual responsibilities and will act in accordance with its assessment. This will be discussed with you if you are invited to interview.