



Blairgowrie & Rattray Community Football Trust

Job Pack – Football Projects Co-ordinator

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 a Football Projects Co-ordinator to contribute to the growth and development of our community football programmes by delivering high quality coaching sessions and supporting and ensuring more opportunities are available within an extra-curricular setting.

Please see below enclosed:

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



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Job Title: Football Projects Co-ordinator

Reporting to: Football Development Manager

Working Hours: 37 hours (1 year fixed-term contract with possibility of extension)

Salary: £23,000-£25,000

Closing Date: Thursday 7th May 2026

Interview Date: Friday 15th May 2026 (alternative timeslots may be available upon request)

Job Description:

Following a period of growth within our charity, we are seeking an organised, proactive, and vibrant person to contribute to our organisation's social objectives by supporting the development of our football, education and community programmes, particularly Scottish FA and Scottish Government joint initiative, Extra Time Programme.

The Football Projects Co-ordinator will support delivery of football development programmes and projects to increase participation, improve quality of provision, and strengthen pathways across local clubs, schools, and community partners. You will provide administrative, coordination, and engagement support to the Football Development team, helping to achieve strategic growth and impact targets aligned with national frameworks and organisational objectives.

Key Responsibilities:

Programme Support & Delivery

- Assist in the planning, delivery, and evaluation of football development programmes, projects, and initiatives.
- Support clubs, institutions, or community partners with development plans and participation objectives.
- Coordinate and facilitate football-related events, workshops, and training opportunities.

Administration & Co-ordination

- Provide high-quality administrative support including data entry, record-keeping, and correspondence with stakeholders.
- Contribute to monitoring and evaluation processes, helping to produce reports that demonstrate impact and progress against goals.



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- Maintain and update databases, systems, and digital platforms related to football development activities.

Stakeholder Engagement

- Build and maintain positive relationships with clubs, volunteers, schools, and partner organisations.
- Communicate regularly with internal teams and external stakeholders to share updates and coordinate activities.
- Provide excellent customer service and support to participants, clubs, and volunteers

Quality & Compliance

- Support the adoption and effective use of football governing body systems and technology.
- Assist in ensuring programmes comply with safeguarding, equality, diversity, and inclusion standards.
- Contribute to risk assessments and ensure safe delivery of activities where required.



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Person Specification:

Skill/attribute	Essential	Desirable
Administration	<p>Strong organisational and administrative abilities</p> <p>IT literacy</p>	<p>Experience using Microsoft software</p> <p>Understanding of governing body administrative procedures, such as use of SFA's comet system</p> <p>Experience working with digital project tools and data reporting</p>
Communication	Excellent communication, both written and verbal	Proven experience engaging with a range of stakeholders
Managing workload	<p>Ability to work independently or as part of a team</p> <p>Good time management</p> <p>Ability to handle multiple priorities</p>	Proven leadership experience in a sports environment
Coaching	1.3 Coaching Award with willingness to proceed on coach education pathway	Experience or volunteering in football development, sport participation or community sports programmes
Working pattern	Willingness to work flexible hours, including evenings and weekends where necessary	
Personal attributes	<p>Passion for football and physical activity</p> <p>Excellent people skills</p> <p>Hard-working</p>	
Other	<p>Full, clean driving licence with access to own vehicle</p> <p>Willingness to travel to partner venues, clubs or events</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 sport, community, health and education.

Our Values:

Bold

Resilient

Community-driven

Forward-thinking

Together

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.

Valuing an equitable approach, 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 leading on our football programmes within the community 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 support with developing the next generation of coaches. This post will have a varied remit, from co-ordinating and delivering our football 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



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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: this role will require the person to work some flexible hours covering our Extra Time Programme four days per week (3pm-6pm) as core hours and some varied daytime, evening, and weekend work.



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How to Apply:

Please email CV and covering letter to andy.davie@brcft.org.uk by Thursday 7th May.

Checks (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 can 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. 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.

For any further queries, please contact Operations Manager, Andy Davie, on andy.davie@brcft.org.uk.