

<b>JOB TITLE:</b>	Women's Tier 2 and U19s League and Club Development Manger
<b>REPORTING TO:</b>	Head of Women's Football
<b>CONTRACT TYPE</b>	Full time, 2 Years Fixed Contract
<b>START DATE:</b>	February 2021

## **BACKGROUND:**

The Football Association of Wales (FAW) is the governing body of football in Wales and was formed in 1876. The FAW is responsible for promoting and developing the game at all levels from grass roots through to the professional game.

The FAW is looking to appoint a league and club development manager on a two year fixed term contract to support the women's domestic pyramid re-structure.

## **ROLE CONTEXT:**

The women's domestic game review highlighted that the current pyramid structure was not effectively preparing clubs for the national league and there was no clear and consistent pyramid rules and regulations below Tier 1. The review also highlighted a gap in provision between junior and senior football. A new domestic structure will be implemented in 2021/22 season which includes the introduction of two regional leagues (north and south) which will sit below the Tier 1 national league and two U19s leagues (north and south). Minimum criteria is also being introduced for clubs wishing to compete in Tier 2 and there will be an open application process for entry to Tier 1 and Tier 2 ahead of the 2021/22 season where clubs will be selected based on meeting licence criteria and the strength of their club development plan.

## **ROLE PURPOSE:**

The purpose of this role is to support and develop the leagues and clubs below Tier 1 and implement the new women's domestic pyramid structure. The FAW is looking to appoint a league and club development manager on a 2 year fixed term contract (funded via FIFA's women's football development programme) to kick start the new Tier 2 regional and U19s leagues in North and South Wales.

The Tier 2 league management committee in the north will administer the Tier 2 league and U19s league in the north, and the Tier 2 league management committee in the south will administer the Tier 2 league and U19s league in the south.



## RESPONSIBILITIES:

- To oversee and manage the introduction of club licensing to Tier 2 and the open application process ahead of the 2021/22 season
- To support the league management committee in the north and the south to implement the new league structure for Tier 2 and U19s
- To support, upskill and provide training to the league management committees in the north and south and to support with recruitment for any vacant positions (these are voluntary committee positions)
- To work closely with FAW Trust Club Services Manager to ensure club support and development services are aligned and to provide support and guidance to junior league and Tier 3 women's league committees to ensure a seamless pathway into the U19s and Tier 2 women's leagues
- To support the league management committee to develop a well-structured fixture schedule for the new U19s and Tier 2 leagues whilst working collaboratively with the Tier 1 general manager to complete the league cup and FAW cup fixtures
- Support clubs to implement their development plans
- Support The FAW with the league re-brand and league launch activation plan and support the domestic game marketing and communications plan to increase visibility and awareness of the leagues and clubs in Wales
- Support The FAW and FAW Trust in implementing both the women and girls' football strategy and club development strategy and work collaboratively with key staff to do so

## REQUIRED SKILLS:

- An effective and organised project manager
- A minimum of 3 years in sports administration or management
- Passionate and knowledgeable about women's football
- Proven ability to build and maintain relationships and liaise with a wide variety of stakeholders both internally and externally
- A 'can do' attitude with the ability to solve problems and make informed decisions and challenge appropriately
- A strong understanding of the women and girls' game in Wales
- Be able to demonstrate a proven ability to work to tight deadlines
- Have a good understanding of Welsh football structures and stakeholders
- Coaching qualifications (desirable)



- Experience in marketing and communications in the sports industry (desirable)
- Experience of preparing and delivering presentations
- Be willing to work outside normal office hours
- Have excellent communication skills (verbal and written)
- Welsh speaker (desirable)
- Full driving licence as the role will involve travel across Wales

### **EQUAL OPPORTUNITIES**

The FAW integrates equality of opportunity into all aspects of its business including appointments. The principles of fair and open competition will apply, and appointments will be made on merit.

### **SALARY**

Competitive and dependent on experience

The position is full time, based either at FAW Headquarters in the Vale of Glamorgan or Colliers Park, Wrexham. The post holder will be required to carry out additional work outside of normal office hours and in different locations.

### **APPLICATIONS**

- Deadline for applicants is the close of business on Friday 8<sup>th</sup> January 2021
- Applications received after this date will not be considered.
- Applications must be supported by a letter detailing why the applicant believes they are a suitable candidate for the post, outline their current salary and salary expectations and be accompanied with a current CV.
- Applications should be sent via email to Lowri Roberts – the FAW’s Head of Women’s Football ([lowri.roberts@faw.co.uk](mailto:lowri.roberts@faw.co.uk)), clearly marking the subject of the email: ‘Job application – League and Club Development Manager.’
- All interviews will be held at the FAW Offices, Hensol, Vale of Glamorgan or via Zoom week commencing 18<sup>th</sup> January

