

WE ARE HIRING



02476 786 349 | SBITC@SBITC.ORG.UK | SBITC.ORG.UK | REGISTERED CHARITY: 1127014 | OFFICIAL CHARITY OF COVENTRY CITY FC

SKYBLUES

in the COMMUNITY



APPLICATION PACK

FEMALE FOOTBALL DEVELOPMENT COORDINATOR

CLOSING DATE | 28 FEBRUARY 26

WHO ARE WE?



Sky Blues in the Community is the charitable arm of Coventry City Football Club, based at the Coventry Building Society Arena. The organisation is officially registered with the Charity Commission and is recognised as a Club Community Organisation (CCO) linked to the English Football League Trust network.

The charity works with young people up to adults in the later stages of life, Sky Blues in the Community provide a diverse range of programmes to improve health and wellbeing, enhance social inclusion, reduce crime and ASB involvement and expand access to education and training. The charity currently works with over 2,000 individuals each week and invests over £1 million into our local communities.

OUR VISION

A prosperous and vibrant Coventry and Warwickshire, where every individual can achieve their fullest potential, leading to healthier and happier lives.

OUR MISSION

We are committed to harnessing the power of sport and utilising Coventry City Football Club's unique influence and appeal to develop and deliver high-quality community programmes, forming strategic alliances that empower the people of Coventry and Warwickshire. By providing meaningful opportunities for improved health and wellbeing, enhanced social inclusion, reduced crime involvement, and expanded access to education and training, we will #MakeADifference in our city and county.

OUR VALUES

AMBITIOUS



PASSIONATE



HONEST



COMMUNITY
FOCUSED



INNOVATIVE



OUR STRATEGIC PILLARS

Health and
wellbeing

Education,
training and
employment

Social inclusion,
community
cohesion and
participation

Sports facilities
and community
assets

Challenging
ourselves,
developing our
people and growing
our charity

JOB DESCRIPTION



OVERVIEW

This postholder [Female Development Football Coordinator] will support the organisation football development for all girls and women across Coventry and Warwickshire. The successful candidate will be responsible supporting the development of our Girls and women's Football programmes, including the FA Talent identification programme and emerging talent centre. In addition to this, the coordinator will also coach and lead delivery on several our key girls' Football Programmes.

JOB TITLE | FEMALE FOOTBALL DEVELOPMENT COORDINATOR

HOURS OF WORK | 37.5 PER WEEK, IN ANY 5 OUT OF 7 DAYS. THIS ROLE WILL INVOLVE EVENING AND WEEKEND WORK ALIGNED TO TRAINING, FIXTURES AND PROGRAMME DELIVERY

LOCATION | PRESIDENT KENNEDY SITE/TRAVEL ACROSS COVENTRY AND WARWICKSHIRE WILL BE REQUIRED

REPORTING TO | FOOTBALL DEVELOPMENT MANAGER

SALARY RANGE | 27,000

CONTRACTUAL STATUS | PERMANENT

QUALIFICATIONS



Essential

- FA Level 3 in Coaching (or above, or enrolled)
- Up-to-date Safeguarding and First Aid Qualifications

Desirable

- Qualification or teaching experience
- Educated to degree level standard in related subject

EXPERIENCE



Essential

- Experience of leading a team of people
- Knowledge of the Primary, secondary and FE School Curriculum
- A background in Talent Development
- Experience of working within a community focussed setting
- Experience of creating and managing programmes to facilitate young players' long term athletic development
- Knowledge and awareness of diversity and equality challenges in football
- Experience of data collection for monitoring and evaluation purposes
- Experience of roles which have brought understanding of how children learn and develop (e.g., teaching)

Desirable

- Experience of working within a budget, following financial processes (such as cash handling)

SKILLS & ABILITIES



Essential

- Approachable
- Positive attitude to work and dedication to #MakingADifference
- Strong interpersonal skills for communicating with a range of people and partners
- Excellent planning, organisational and time-management skills
- Competent IT skills (including Microsoft Office)
- Ability to work under own initiative and meet timescales
- Relevant knowledge of sport/ community and education development (particularly in the football industry)
- Comprehensive understanding of the importance of providing a high-quality experience for customers
- Full UK Driving Licence and access to a suitable vehicle for work

Desirable

- Ability to work collaboratively with a range of partners for common goals
- Understanding of safeguarding, health and safety and equality principles, policies, and procedures

HOW TO APPLY



To apply, please submit either:

- A CV and covering letter or
- A completed application form

Your application should clearly demonstrate how you meet the criteria outlined in the person specifications above.

Please send your application to: Shaun Pierce at recruitment@sbitc.org.uk

Please note: You only need to submit either a CV and covering letter or a completed application form, not both.

Closing date for applications: 28 FEBRUARY 2026

Please note that we may close the application process early if we receive a high number of applications, so early applications are encouraged.

If you require the application form in an alternative format, or if you would like to apply using a different method due to a disability or accessibility need, please contact us via 02476 786 349 and we will be happy to discuss reasonable adjustments.

Safer Recruitment and Pre-Employment Checks

At Sky Blues in the Community, safeguarding is central to everything we do. We are committed to creating a safe and supportive environment for all staff, volunteers, and participants.

This role may involve working with children or adults at risk, and as part of our safer recruitment process, any offer of employment will be subject to:

- Two satisfactory references
- An enhanced Disclosure and Barring Service (DBS) check
- Confirmation of your identity and right to work in the UK

All staff are expected to follow our Safeguarding Policies and complete relevant training as part of their induction and ongoing professional development.

HOW TO APPLY



We are committed to building a diverse and inclusive team. Research shows that candidates from under-represented backgrounds sometimes rule themselves out if they do not meet 100% of the criteria. If you are excited by this role and believe you can make a difference, we would love to hear from you, even if your experience does not align perfectly with every requirement. Please use your application to highlight how your experience, skills, and values align with what we are looking for.

POLICIES & PROCEDURES



Diversity and Inclusion

Sky Blues in the Community is an equal opportunities employer. We welcome applications from all sections of the community and particularly encourage applications from individuals who are underrepresented in the sport and charity sectors. Appointments are made strictly on merit.

We are committed to providing an inclusive recruitment process. If you require any adjustments to complete your application or to attend an interview, please let us know.

We may collect anonymised equalities data from applicants for monitoring purposes only. This data will not form any part of the recruitment decision-making process.

Privacy Notice

Sky Blues in the Community is committed to handling your personal information responsibly and transparently. We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 to ensure the privacy and security of your data.

Information provided during the recruitment process will be stored securely and retained for a period of six months after the closing date of the vacancy, unless a longer period is required by law or you consent to us retaining your details for future opportunities.

To request a copy of our privacy notice or exercise your data rights, please contact: sbitc@sbitc.org.uk



SKY BLUES

in the **COMMUNITY**

02476 786 349 | SBITC@SBITC.ORG.UK | SBITC.ORG.UK | REGISTERED CHARITY: 1127014 | OFFICIAL CHARITY OF COVENTRY CITY FC

