



Community Football Development Co-ordinator

Location: Broadhurst Park and community venues across Manchester

Salary: £28,000 per annum, pro rata

Hours: 20 hours per week, including evening and weekend working where required

Contract: 18-month fixed-term contract

Benefits: 25 days' annual leave plus bank holidays (pro rata), workplace pension, free on-site parking at Broadhurst Park and opportunities for relevant training and professional development

Responsible to: Community Manager

About the Role

FC United of Manchester is a supporter-owned, community-focused football club based at Broadhurst Park in Moston. We believe football can be a force for positive change, using the Club, football and sport to create opportunities, improve health and wellbeing, increase participation, and bring people together.

Our community work reaches people of all ages, backgrounds and abilities across Manchester. Programmes include youth engagement, school partnerships, health and wellbeing initiatives, girls' and women's football, disability and inclusive football, holiday provision, and a range of community activities.

As our community programme continues to grow, we are looking for a Community Football Development Co-ordinator to play a leading role in delivering, coordinating and developing our football and community provision.

This is an operational and delivery-focused role, with direct coaching and session delivery forming a significant part of your time. Alongside this, you will support the planning, coordination and growth of our wider programme.

We are looking for someone who enjoys working directly with participants and is equally confident building partnerships and supporting programme development. The role includes coordinating and supporting coaches, developing relationships with schools, grassroots clubs and community organisations, identifying new opportunities, and helping to strengthen and expand our offer.

You will work closely with the Community Manager and wider team, playing an important role in creating positive opportunities and outcomes for people and communities across Manchester.

Key Responsibilities

Football Coaching & Programme Delivery

- Coach and deliver community football sessions, with direct delivery forming a significant part of the role.
- Coordinate the day-to-day delivery of our community football programmes, including planning, staffing, facilities, equipment and other resources.
- Lead delivery across activities including football development centres, holiday programmes, schools' provision and community-based projects.
- Adapt coaching and delivery to meet different ages, abilities, backgrounds and needs, creating positive environments in which participants feel welcome and supported.
- Help participants access appropriate progression opportunities within FC United, grassroots football and the wider game.

Programme Development & Participation

- Work with the Community Manager to develop football provision in line with FC United's Community Plan and wider objectives.
- Identify opportunities to increase participation, particularly among people who may experience barriers to taking part in football and physical activity.
- Help develop new activities and programmes in response to community needs and opportunities.
- Support the continued development of girls' and women's football, disability and inclusive football and other priority areas.
- Strengthen participation and progression pathways through relationships with grassroots clubs and relevant teams, programmes and football organisations.

Community Engagement & Partnerships

- Build positive relationships with participants, parents and carers, schools, grassroots clubs, community organisations and local partners.
- Act as a visible and approachable point of contact for FC United's community football activity.
- Promote programmes and support participant recruitment, engagement and retention.

- Listen to participants and communities and use their feedback to help improve and develop our provision.
- Represent FC United positively at community events, meetings and other engagement activities.

Workforce & Quality

- Coordinate and support casual coaches, volunteers and students involved in programme delivery.
- Provide day-to-day guidance, mentoring and constructive feedback to support high-quality delivery.
- Help identify training and Continuous Professional Development needs and opportunities.
- Promote consistent good practice in coaching, safeguarding, participant engagement and inclusion.

Monitoring, Evaluation & Impact

- Maintain accurate registers, participant information and programme records.
- Collect monitoring, evaluation and participant feedback information and monitor delivery against agreed outputs and outcomes.
- Provide accurate and timely information to support funder and partner reporting.
- Contribute to case studies and impact reporting and use learning from delivery to help improve future provision.

Safeguarding, Inclusion & Health and Safety

- Put the safety and wellbeing of participants at the centre of all activity.
- Follow FC United's safeguarding, health and safety, equality and other relevant policies and procedures.
- Ensure appropriate risk assessments and delivery checks are completed.
- Recognise and report safeguarding concerns and incidents in accordance with Club procedures.
- Help ensure all activity provides a safe, welcoming and inclusive environment.

General Responsibilities

- Work collaboratively with colleagues across FC United and contribute positively to the wider work of the Club.
- Attend relevant team meetings, training and CPD.

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- Work flexibly across our programmes, including evenings and weekends where required.
- Undertake other reasonable duties appropriate to the nature and level of the role.

Person Specification

We are looking for someone who combines football coaching ability with strong organisation, communication and community engagement skills. You will be proactive, dependable and comfortable taking responsibility, while working collaboratively as part of the wider FC United team.

Essential

Qualifications

- UEFA C Licence or equivalent recognised football coaching qualification.
- FA Safeguarding Children qualification.
- FA Emergency First Aid in Football qualification.
- Enhanced DBS clearance, or willingness to undertake the required check.

Experience

- Experience of delivering high-quality football coaching or community sports programmes.
- Experience of working with children and young people.
- Experience of planning and coordinating football, sport or community activities.
- Experience of engaging people from different backgrounds and communities.
- Experience of working effectively both independently and as part of a team.

Knowledge, Skills & Behaviours

- A confident and engaging football coach who enjoys working directly with participants.
- Strong organisational skills and the ability to take responsibility for day-to-day programme delivery.
- Excellent communication and interpersonal skills and the ability to build positive relationships.
- Ability to engage and motivate people with different levels of experience, confidence and ability.
- Good understanding of inclusive coaching, safeguarding and approaches to increasing participation.

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- Ability to coordinate, support and provide constructive feedback to coaches, volunteers and students.
- Good administrative and digital skills, including maintaining accurate records and contributing to monitoring and reporting.
- A proactive approach, with the confidence to use initiative and solve day-to-day problems.
- Ability to travel independently between Broadhurst Park and community delivery venues across Manchester as required.
- Commitment to equality and inclusion and an understanding of, and commitment to, FC United's supporter-owned and community-focused ethos.

Desirable

- UEFA B Licence.
- Relevant qualification in sport, coaching, community development or youth work.
- Full UK driving licence and access to a vehicle.
- Mental Health First Aid qualification.
- Experience of coordinating or leading community football programmes or projects.
- Experience of developing new participation initiatives.
- Experience within a football club, charity or community sports organisation.
- Experience of mentoring or developing coaches, volunteers or students.
- Experience of girls' and women's football, disability football and/or other inclusive football provision.
- Experience of working with schools, grassroots clubs or community organisations.
- Experience of monitoring, evaluation, funder reporting or impact measurement.

How to Apply

To apply, please send your **CV and a covering letter** explaining why you are interested in the role and how your experience, skills and approach meet the requirements set out in this role profile.

Applications should be emailed to **Stacy Partridge, Community Manager**, at stacy.partridge@fc-utd.net, with **Community Football Development Co-ordinator** in the subject line.

Closing date: 18th October 2026

Interviews: Week Commencing 2nd November 2026

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The successful candidate will be subject to appropriate pre-employment and safeguarding checks, including an Enhanced DBS check.

FC United of Manchester is committed to equality, diversity and inclusion. We want our Club and workforce to reflect the communities we serve and welcome applications from people of all backgrounds and experiences, particularly those currently under-represented within football and sports development.

Appointments will be made on merit against the requirements of the role, and we will make reasonable adjustments during the recruitment process for disabled applicants where required.