



Apsley Football Club
Unit 4, Avia House
Apsley, Hertfordshire
HP3 9TH

Tel: 07474 240846
Email: football@apsleyfc.org
www.apsleyfc.org

“Together We Are Stronger”

Head of Football

Responsible to / Reporting to:

- Club Director / Chairman / Director of Football

Responsible for: All football related activities at Apsley Football Club

Qualifications (Must Hold):

- Must hold UEFA C / FA Level 2 Coaching
- Must hold current DBS (within 2 years)
- Must hold Introduction to First Aid in Football and/or Emergency First Aid in Football
- Must hold FA Safeguarding Children course (within 2 years)

Must be prepared to attend:

- Emergency First Aid in Football (Face to Face)
- Safeguarding for Committee Members
- Welfare Officer Training
- Other agreed courses to enhance own professional development

Role and Responsibilities:

- Assist with the recruitment of Club Coaches
- Plan and Lead Coach Inductions, Supervision, Training and Mentoring
- Planning and leading Club Player Trials, Pre Season Training & On-going training
- Taking care of equipment, ensuring teams have what they need for training/matches
- Assist with Pre-Match Health and Safety Checks
- Liaising with Team Managers/Parents with player feedback/appraisals/development
- Setting Standards and acting as a good role model and ambassador of Apsley Football Club

How much time will I have to give to the role?

Head of Football activities will take up approximately 3-6 hours a week. Many of these hours will be weekends (Sunday's) and occasional training in the evenings.

Please note: We have tried to minimise the amount of administration needed for this role and maximise the amount of direct planning, training, supervision and delivery. The Head of Football shall be administratively supported by the Club Secretary.

Personal / Professional Development

Apsley Football Club fully understand the need to retain, train and invest in all volunteers and staff members and are committed in doing so. We shall discuss your development at the interview stage and through regular appraisals throughout each season. We plan to hold 3 appraisals per season with our Head of Football; pre-season, mid-season and post-season.

Finances / Wages

As this is a voluntary position, no wages are offered or paid for your voluntary services. Apsley Football Club **shall** pay towards expenses, this shall be discussed further with you and all expenses must be agreed in writing by the Club Director/Chairman beforehand. Under the umbrella of Apsley Football Club, you are not to make any financial agreements/purchases with any organisation or person without the express written permission of the Club Director/Chairman.

For more information about the club visit our website www.apsleyfc.org

A handwritten signature in black ink, appearing to read 'G Harvey', written in a cursive style.

Garry Harvey

Apsley FC Club Director