



ROLE INFORMATION PACK

EDUCATION DEVELOPMENT OFFICER



**Swindon Town FC
Community Foundation**



Job Title: Education Development Officer

Reports to: Assistant Head of Foundation

Hours: 40 pw

Salary: £28 – 30k dependant on experience

We are looking for an Education Development Officer who is passionate about developing and delivering high-quality education provision. We are seeking a driven, energetic, and ambitious individual to support the planning, coordination, and delivery of our education programmes in line with our charitable objectives and targets. The successful candidate will demonstrate the ability to design impactful learning opportunities, maintain high standards of delivery, and contribute to the continuous improvement of programme quality. They will possess the tenacity to achieve targets and the creativity to overcome challenges, alongside the ability to inspire, engage, and motivate learners from a wide range of backgrounds and communities.





OUR MISSION

Swindon Town FC Community Foundation delivers a wide range of programmes in Swindon and the surrounding areas. These programmes are delivered with the aims of engaging, participating and achieving.

This is done by increasing sports participation, whilst looking to increase the allegiance between the local community and their local professional football club. The Foundation aims to achieve this whilst meeting the aims and objectives of the Premier League and EFL in the Community, including Sports Participation, Education, Social Inclusion and Health. Swindon Town FC Community Foundation continues to strive to meet the highest professional standards to enhance and develop their programmes.



Swindon Town FC
Community Foundation



The Education Development Officer will work alongside the Assistant Head of Foundation to:

- Coach and manage players in the Post-16 Football Education Programme (STFC6), supporting performance and personal development.
- Lead the planning and delivery of Post-16 matchdays, including squad selection, preparation, in-game management, and post-match evaluation.
- Oversee delivery of the blended learning degree programme with EFL in the Community and the University of South Wales.
- Act as a positive role model, providing ongoing coaching and mentoring to support learners' development as community coaches.
- Plan and deliver high-quality coach education workshops, combining engaging practical and theory-based learning.
- Build and maintain strong relationships with education partners and stakeholders to support delivery, progression, and collaboration.

In addition, the role requires:

- Design and deliver inclusive coaching sessions aligned with the Foundation's objectives, promoting engagement, participation, and development.
- Demonstrate versatility across a range of sessions, adapting delivery to different contexts and learner needs.
- Support development across education, sport, health, and social inclusion, contributing to holistic outcomes.
- Complete administrative duties (registers, forms, evaluations), ensuring accurate and timely record-keeping.
- Liaise with parents, carers, and partner organisations to support player development and programme delivery.
- Lead and mentor sessional staff to maintain high coaching standards.
- Work inclusively with learners of diverse ages, abilities, and backgrounds, ensuring an equitable, supportive environment.
- Ensure safeguarding is central to delivery, following policies and procedures to protect welfare.
- Engage in continuous professional development, enhancing skills and knowledge across coaching, education, and safeguarding.

**ROLE AND
RESPONSIBILITIES**



EQUALITY AND SAFEGUARDING

EQUALITY

Swindon Town FC Community Foundation is committed to creating an inclusive and diverse environment and is proud to be an equal opportunities employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regard to pregnancy or maternity.

SAFEGUARDING

Swindon Town FC Community Foundation is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared. Relevant information and/or documents will be distributed as part of the recruitment process





PERSON SPECIFICATION

EDUCATION/QUALIFICATIONS

UEFA C Badge (Level 2)

ESSENTIAL

UEFA B Badge

DESIRABLE

Current Safeguarding Certificate

ESSENTIAL

Qualified Teacher Status (QTS), or experience of facilitating learners in undergraduate or post-16 settings

DESIRABLE

Current First Aid Certificate

ESSENTIAL

University Degree Qualified

ESSENTIAL

Hold a valid full, clean UK driving licence.

ESSENTIAL

KNOWLEDGE AND EXPERIENCE

Experience engaging learners through varied delivery methods, adapting coaching and teaching styles to suit different learning needs and maintain high participation.

ESSENTIAL

Proven ability to deliver both informal and formal feedback that supports development and ensures learners are prepared for assessment deadlines.

ESSENTIAL

Experience supporting learners with a range of academic and footballing abilities, using effective differentiation in both classroom and practical settings.

ESSENTIAL

Practical experience working with 11-a-side teams, including session planning, training delivery, match preparation, and in-game management.

ESSENTIAL

Experience in sports development and/or education settings (e.g. schools, colleges, training providers), with an understanding of learner progression pathways.

ESSENTIAL

SKILLS AND COMPETENCIES

Good level of ICT literacy with knowledge of Microsoft packages e.g. Word, Excel and Outlook

ESSENTIAL

Ability to engage with people from all backgrounds and strong networking skills

ESSENTIAL

Flexibility to work outside of normal working hours e.g. evenings & weekends to meet the needs of the community.

ESSENTIAL

Ability to design and implement high-quality, varied and creative coaching sessions and educational activities that engage learners and support both academic achievement and football development.

ESSENTIAL

Ability to inspire, engage and educate people from all backgrounds and communities

ESSENTIAL

Experience of using data management systems such as, Salesforce, etc.

DESIRABLE

The ability to work independently

ESSENTIAL

SAFEGUARDING, EQUALITY AND INCLUSIVITY

Ability to work safely, in accordance with the Swindon Town FC Community Foundation

ESSENTIAL

Safeguarding and Equality & Diversity Policy





To apply for this position please download and complete an application form and accompany with a cover letter stating your suitability and experience for the role. Please return it to us either via email to Shane@STFCfoundation.com, or in person to the reception at Foundation Park.

If you have any questions or would like further information about the STFC Community Foundation and the work that we undertake in the community, then visit www.STFCfoundation.com or call **(01793) 421303**. We look forward to receiving your application.

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HOW TO APPLY





Swindon Town FC Community Foundation

**Foundation Park
County Ground Lane, Swindon
SN1 2FD
Contact@STFCfoundation.com
(01793) 421303**

www.STFCfoundation.com



Main Sponsor

