



Job Title: Football & Sports Development Officer

Salary: £30,000 to £32,000 per year

Responsible to: Football and Sports Development Manager

Contract: Fixed Term

Hours of work: 40 hours per week (including early evenings)

Location: Millwall Community Trust, Lions Centre, Bolina Road, SE16 3LD

Essential: A full, clean driving licence and access to a car are essential for this role due to the requirement for regular travel between various locations.

Role Summary:

Millwall Community Trust is dedicated to using the power of football and sport to inspire and educate individuals in our local communities. We aim to foster a culture of inclusivity, health, and wellbeing through our diverse range of programs.

As the Football & Sports Development Officer, your primary goals will revolve around expanding the football development department's offerings and managing Millwall Community Trust's player performance pathway centres, soccer schools, P16 education and football programme and holiday camps. You will oversee the execution of these programmes, ensuring optimal performance from staff and implementing improvements. You will also be expected to grow the performance pathway via new venues throughout Lewisham and Southwark, recruiting new staff and budgeting appropriately.

Additionally, you will work in collaboration with the Premier League Primary Stars Officer, organising continuous professional development (CPD) and extra training sessions for coaches within the Trust, as well as covering sessions in schools and offering support as required. You will also support the school provision when relevant.

Key Responsibilities:

Programme Management and Expansion

- Manage and supervise the execution of the player performance pathway centres, P16 football and education programme, soccer schools, and holiday camps
- Identify and establish new venues to expand the current offerings across Lewisham and Southwark
- Oversee and improve the player performance pathway, increasing participation and ensuring adherence to the Millwall Academy curriculum
- Create new offers to grow the department



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Coach Management and Development

- Recruit, train, and upskill coaches to maintain high standards across all programmes
- Organise CPD and extra training sessions for coaches within the Trust
- Conduct spot checks at schools to ensure quality delivery by staff
- Create development plans for coaches and give regular feedback on delivery
- Ensure player performance pathway individual development plans (IDPs) for players are completed by coaches on a termly basis and checked before going to players

Programme Coordination

- Coordinate staffing and timetables across the player performance pathway centres, holiday camps and schools
- Organise a games programme to ensure players participate in weekly fixtures
- Update the OSS Soccer Schools booking system with new sessions each month
- Maintain and establish new partnerships with local schools and football clubs
- Engage and inspire participants (aged 5 - 18) in the programmes
- Deliver high-quality football sessions in schools and other community settings as required

Holiday Camps and Soccer Schools

- Oversee the coordination and execution of Millwall holiday camps during school breaks, managing staff and operations effectively
- Create new soccer school offers and identify new venues

Post 16 Academy Support

- Provide support to the Post 16 Academy Manager in delivering the academy programme (when required)
- Ensure alignment with the broader objectives of the Trust's football development initiatives

Parent and Stakeholder Communication

- Communicate regularly with parents to ensure their satisfaction and address any concerns
- Act as an ambassador for Millwall Community Trust, promoting its values and programmes

Reporting and Administration

- Prepare weekly update reports for the senior lead management team
- Manage budgets and resources effectively to maximise the reach and impact of programmes
- Download and create all relevant registers for each session
- Create surveys and devise others ways of monitoring player satisfaction
- Complete any other relevant tasks deemed necessary by senior lead management team



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Delivery

- Coach on the performance pathway when coaches missing
- Be the first 'point of call' to deliver school sessions as cover if coaches drop out
- Deliver sessions to showcase best practice and act as a mentor to coaches

Qualifications:

- FA Level 2 / UEFA C Coaching qualification (**Essential**)
- Educated to degree level (in a relevant subject) or have at least 2 years' experience of working in Primary School environment (desirable)
- 1st4Sport L3 Certificate in Supporting the Delivery of PE and School Sport (desirable)
- L2 Multi-skills qualification (desirable)
- Full driving license (**Essential**)
- UEFA B / Youth Award (**Essential**)

Experience Requirements:

- Knowledge of the P.E curriculum
- Awareness of issues faced by the local community, particularly young people and schools
- Co-ordinating coaches and organising timetables for them to perform their duties effectively
- Coaching experience within academy football or at least Advanced or Pre-Academy settings
- Understanding of how to use Millwall FC & football as a motivational tool to inspire young people
- Ability to act as a positive role model for the young people and build positive relationships with those young people who attend your sessions
- Have a genuine interest in creating opportunities through sport and education for disadvantaged persons within the community
- Passion for working with young people and using sport to help inspire change
- Understanding of the mentoring process and how to support adults in their professional development
- Knowledge and understanding of safeguarding policies and procedures of young people and vulnerable adults
- Previous experience coaching/teaching sport in a school setting
- Delivering larger (whole school) learning activities
- Working knowledge of the National Curriculum
- Experience of working within a set budget and managing finances



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Personal Skills:

- Time management and administration skills
- Effective communication skills for all targeted audiences
- Ability to plan, develop, and evaluate an effective coaching programme
- Ability to lead and motivate team members.
- Team player with energy and passion for the role
- 'Can do' attitude
- Problem Solver

To Apply: To comply with safer recruitment procedures for the Club we are unable to accept CV's without an application form accompanied.

Please ensure that you complete our standard application form (which is available via a link on our website). If you do require assistance in any part of the application process, please contact us via recruit@millwallfc.co.uk

Application Form Link: www.millwallfc.co.uk/club-information/work-for-the-lions/application-form

All applications need to be sent to recruit@millwallfc.co.uk

Due to the quantity of applicants expected, only those short-listed will be notified.

Closing date for applications: **Friday 12th June 2026**

Please note that the appointment of the successful candidate will be subject to standard preemployment screening, as applicable to the post. This will include right-to-work, proof of identity, Disclosure and Barring Service (DBS), and references.

Please note that any personal data submitted to the charity as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. The charity's Policy on Data Protection is available on request.

Entry into employment with the charity and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably requested.

Millwall Community Trust are fully committed to equality, diversity, inclusion, and anti-discrimination. We will work to address areas of under-representation and disadvantage in all aspects of our operations, activities, and services. In practice, this means that we will respect the needs of each and every individual regardless of their differences; and to this end we will deliver our operations, activities and services in such a way so as to ensure that that no one is excluded.

'Millwall Community Trust is committed to safeguarding children and adults at risk. The successful candidate may be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information given.'



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Safeguarding Policy Statement

Because of the nature of the work undertaken by Millwall Community Trust (MCT), it is required by law to have in place robust safeguarding policies and procedures to ensure the protection of children, young people and adults at risk. To ensure that MCT meets that duty - and as part of a proactive, integrated and consistent approach to safeguarding - the organisation has developed a Safeguarding Handbook.

What is safeguarding?

Safeguarding is the action that is taken to promote the welfare of children, young people and adults at risk and protect them from harm. Safeguarding means protecting people from abuse, maltreatment, neglect, harm and/or exploitation. Through MCT setting up and following good safeguarding policies and procedures, it means that children, young people and adults at risk - that come into contact with our organisation - are protected from those that might pose a risk. All organisations that work with (or come into contact with) children, young people and adults at risk are required to have safeguarding policies and procedures to ensure that everyone - regardless of their age, gender, religion or ethnicity - can be protected from harm.

MCT's Safeguarding Ethos

MCT will always seek to provide protection to any person that receives our services. To this end MCT will provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a person may be experiencing, or be at risk of, harm. MCT believes that no one should ever experience abuse of any kind. MCT have a responsibility to promote the welfare of all children, young people and adults at risk to keep them safe. MCT are committed to work in a way that protects them. This **Safeguarding Policy Statement** applies to everyone that comes into contact with MCT - including as applicable - the Board of Directors & Executive Team, Senior Managers, Staff, Agency Staff, Contractors, Suppliers, Volunteers, Students on work experience, as well as anyone else working on behalf of MCT. This policy also applies to any other person that engages with the work of MCT and includes parents, carers, families and other visitors to MCT premises.

Safeguarding at MCT

MCT places the safeguarding of children, young people and adults at risk as its prime focus and has developed full safeguarding policies and procedures. To underpin the approach, MCT ensures all of its management team, staff members and volunteers have been fully trained in safeguarding to enable the organisation to live and breathe its approach. **In developing MCT's safeguarding policies and procedures, the organisation has adopted the following three-part safeguarding strategy which focuses on:**

1. Getting the right people involved with MCT

This is achieved through adherence to MCT's Safer Recruitment Policies and Procedures.

2. Creating a safe environment for children, young people & adults at risk

This is achieved by providing all required safeguarding training, support and best practice advice; and further guidance by the effective communication of MCT's Codes of Conduct.

3. Promoting clear systems to deal with any safeguarding concerns

This is achieved through implementation of all MCT's policies and procedures relating to safeguarding.

A full copy of MCT's Safeguarding Handbook is available by speaking with (or contacting) the MCT person responsible for safeguarding.



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