Aberdeen FC Community Trust
Job Description

Name:	
Job Title:	Diversity Football Officer
Line Manager:	Football Team Lead
Line Manager for:	Support with sessional staff & volunteers
Date Started:	TBC

Overall Purpose of Job:

Aberdeen FC Community Trust (AFCCT), in partnership with the Scottish Football Association (SFA), is seeking to appoint a passionate and innovative Diversity Football Officer to lead the development, coordination and delivery of inclusive football opportunities across Aberdeen and the surrounding communities.

The postholder will play a key role in increasing participation and reducing barriers to engagement within football, with a particular focus on:

- Girls' Football
- Additional Support Needs (ASN) Football
- Para football
- Underrepresented communities

The role will support AFCCT's commitment to equality, diversity and inclusion by creating accessible, welcoming and sustainable football pathways that enable people of all backgrounds and abilities to participate, develop and thrive through football.

Main Responsibilities/Description of Duties:

Programme Development & Delivery

- Lead the planning, development and delivery of inclusive football programmes across Aberdeen and Aberdeenshire.
- Coordinate and deliver high-quality football sessions, festivals, events and participation opportunities for girls, ASN participants and Para football players.
- Develop clear progression pathways into grassroots football, recreational opportunities and club football environments.
- Ensure all programmes are participant-centered, inclusive and aligned to best practice.
- Support the delivery of football development initiatives linked to Scottish FA and AFCCT priorities.

Community Engagement & Partnerships

- Build and maintain effective relationships with schools, community organisations, disability groups, local authorities and grassroots clubs.
- Identify and engage communities currently underrepresented within football.
- Work collaboratively with partners to increase participation opportunities and strengthen pathways into football.

- Represent AFCCT at community meetings, events and partnership forums.

Volunteer & Coach Development

- Recruit, support and develop coaches and volunteers involved in inclusive football programmes.
- Promote a culture of equality, diversity and inclusion across all football activities.
- Support coaches and volunteers to access relevant training, qualifications and continuing professional development opportunities.
- Deliver mentoring and guidance to ensure high-quality and inclusive programme delivery.

Inclusion & Equality

- Champion inclusive practice throughout all football programmes.
- Ensure sessions and activities are accessible to participants regardless of ability, background or personal circumstances.
- Promote positive behaviors, participant wellbeing and safe environments for all.
- Contribute to the ongoing development of inclusive policies and procedures within AFCCT.

Monitoring & Evaluation

- Collect, analyse and report participation data, outcomes and impact measures.
- Maintain accurate programme records and monitor information.
- Contribute to reports for funders, partners and internal stakeholders.
- Support evaluation activities including surveys, case studies and participant feedback.
- Monitor progress against agreed KPIs and strategic objectives.

Please note that this job description is not designed to cover a comprehensive list of activities, duties or responsibilities that are required of the employee for this role. The duties and responsibilities may change within reason at any time with or without notice to suit the needs of the Club.

Person Specification: Experience/Qualifications/Training/Personal Qualities

Essential:	Desirable:
• Experience delivering football or sports development programmes. • Experience working with children and young people. • Experience engaging in diverse communities. • Experience working with volunteers and community partners. • Experience monitoring participation and programme outcomes. • Strong understanding of equality, diversity and inclusion principles.	• Experience working in girls' football, Para football or ASN settings. • Additional coaching qualifications. • Experience of partnership development. • Experience securing external funding or supporting funding reports. • Knowledge of the Scottish football pathway and community football landscape.

• Understanding of barriers affecting participation in sport and physical activity. • Excellent communication and relationship-building skills. • Strong organisational and planning abilities. • Ability to work independently and as part of a wider team. • Competent IT and administrative skills. • Scottish FA coaching qualifications (or willingness to obtain). • Valid Emergency First Aid qualification. • Child Wellbeing and Protection in Sport certification (or willingness to obtain). • Full UK Driving License.	
Signed by Employee:	**Signed by Line Manager:**
Date:	**Date:**