**Women’s National Programme Coordinators (three roles)**

**The role**

BAFA Women’s National Programme - Offensive, Defensive and Special Teams Coordinators.

**Responsible to:** Head Coach of the Women’s National Programme

**Length of term:** Reviewed yearly

**Position type:** Voluntary

**Commitment:** To be available for all National Programme practices and tournaments

**Responsibilities**

This role description is not to 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 the changing needs of the BAFA National Programme.

* To work in close collaboration and report to the Head of National Programme.
* To communicate with the Head of National Programme at regular intervals as agreed.
* Coordinate and oversee the staff of the offense, defense or Special Teams. Prepare playbooks for the tournament.
* Conduct meetings with the staff and players regularly throughout the year and at practices.
* Provide game and practice film analysis and breakdown for coaches and players to review.
* Contribute to the production of a Performance Review Report for your position group within one month of each tournament/competition, or on an annual basis, whichever is more frequent.
* Coach and manage the development of the Women’s National Team players in consultation with the Head Coach and BAFA Head of National Programmes.
* Contribute to the evolution, development and promotion of a “high performance” culture and performance pathway within the BAFA National Programme.
* Coach and manage the Women’s National Team players at international competitions and events.
* Help organise, attend and manage player trials, training camps and practice sessions.
* Develop and prepare the players for the appropriate level of international competition, including friendlies (IFAF).
* Promote the BAFA National Programme in an inclusive and positive manner to the British American football community and outside agencies.
* Convey an exemplary image that is consistent with BAFA values, demonstrating integrity, sportsmanship and those qualities, traits and demeanours that command leadership and respect.
* Protect confidential information, adhere to BAFA policies and the BAFA National Programme.
* Abide by and promote sound ethics and BAFA National Programme policy, regarding equity, safeguarding, and health and safety to all members involved with the team.
* Maintain the integrity of the player selection processes, ensuring this is fair and transparent.
* Maintain and demand the highest standards from players and coaches, ensuring that the BAFA code of conduct is adhered to.
* Provide players with feedback of their individual performance evaluation (in practice and competition), areas for skill development, strategies and techniques, quantitative measures, expectations and objective remarks. Review and provide performance related feedback on HUDL.
* To undertake other duties from time to time, as reasonably requested by the BAFA National Programme Committee.

**Requirements**

* To be qualified to the appropriate level in guidance with British American Football Coaches Association:
* BAFCA Level 1 minimum
* DBS check to be completed upon any appointment of position.

**Key competencies**

* High level of integrity/probity.
* Ability to think and act strategically.
* Excellent leadership skills.
* Be able communicate concisely, effectively and with transparency.
* Act as a positive role model for the sport.
* Take responsibility and be accountable for collective actions.
* Act in the best interests of the programme, not for an external representative group.
* Be able to work in partnership to develop solutions to challenges.
* Demonstrable commitment to ethics within the sport.
* Demonstrate a commitment to welfare and safeguarding.
* Demonstrable commitment to equal opportunities and equality.
* A general enthusiasm for the sport of American football.

**Diversity and inclusion**

The British American Football Association embraces equality, diversity and inclusion both on and off the field of play, where everyone can bring their whole selves to the organisation. We encourage job applications from suitably qualified and eligible candidates irrespective of their gender, ethnicity, religion, belief or sexual orientation.

**How to apply**

Candidates should apply to [Head of National Programme Michael Callan](mailto:michael.callan@britishamericanfootball.org) enclosing a cover letter explaining how they meet the personal specification details, along with a CV no later than **29 March 2021 at noon**.