



Job Description: Participation Manager

Contract: Full-Time, 40 Hour, Flexi Contract

Location: Devon, Cornwall & Somerset (regional delivery with flexible working)

Reports to: Director, COO

Start Date: November 2025

Salary: £28,000.00 - £32,000 + paid overtime opportunities (based on qualifications and experience)

About Saints Southwest

Saints Southwest is the largest Football Development, Coaching & Education services organisation in the South West, delivering high-quality Education, Community, and Football Development programmes across Devon, Cornwall, and Somerset.

We are proud of our professional, inclusive, and child centred approach, working with schools, communities, and grassroots players to inspire participation, develop potential, and make a positive impact.

As we continue to grow, we are now seeking a Participation Manager to take a leading role in driving engagement, quality, and growth across our Education and Community programmes.

Role Purpose

The Participation Manager will be responsible for leading the growth, quality, and delivery of Saints Southwest's Education and Community programmes.

This is a blended role, combining hands-on coaching delivery with strategic management responsibilities. The successful candidate will ensure participation numbers continue to grow, retention remains strong, and the quality of our programmes meets Saints Southwest's high standards.

In addition, the Participation Manager will be expected to take ownership of day to day operations, ensuring that Education and Community programmes are delivered smoothly and effectively. This will include overseeing rotas, managing schedules, coordinating with staff, and responding to operational challenges to ensure consistency across all Saints Southwest activities.

Key Responsibilities

- Lead and oversee participation growth across Education and Community programmes (schools, Soccer Tots, Mini Saints, Soccer Centres, After-School Clubs, Holiday Camps).
- Deliver high-quality coaching sessions in schools and community settings.
- Build and maintain strong relationships with schools, parents, and community partners.
- Monitor and report on participation data, KPIs, and growth targets.
- Support and mentor Saints Southwest coaches to ensure consistency and quality of delivery.
- Work closely with the Management Team to develop new initiatives that increase engagement and retention.
- Ensure full compliance with safeguarding, health & safety, and company policies.
- Represent Saints Southwest at events, community meetings, and school partnerships.



Essential Criteria

- Minimum FA Level 2 / UEFA C Licence (or working towards).
- Proven experience in coaching within schools and/or community football programmes.
- Strong knowledge of education and community sport delivery.
- Experience in managing participation growth and engaging young people.
- Excellent communication and interpersonal skills with children, parents, schools, and community partners.
- Strong organisational and planning skills.
- Ability to work flexibly across weekdays, evenings, and weekends.
- Valid Enhanced DBS Check and commitment to safeguarding.
- Clean driving licence and access to own transport.

Desirable Criteria

- **UEFA B Licence** (or working towards).
- Qualified Teacher Status (QTS)
- Experience leading school PE or sport programmes
- Level 3 Supporting the Delivery of PE & School Sport
- Previous **management or leadership experience** within a sports/education setting.
- Knowledge of **PE curriculum delivery** in schools.
- Experience in **data tracking, reporting, and KPI management**.
- Strong links within **local schools, clubs, or community organisations**.
- Experience managing or mentoring other coaches.
- First Aid and Safeguarding qualifications.
- Experience developing and running **holiday camps, after-school clubs, or community events**.

What We Offer

- Full-Time Flex Contract with opportunities for career and financial progression.
- The chance to play a pivotal role in the largest Football Development organisation in the South West.
- Ongoing training, CPD, and mentoring support.
- Opportunities to develop management and leadership skills.
- A supportive, passionate, and ambitious team environment.



What You'll Get

We believe our people are our biggest strength. In return for your commitment, you'll receive:

- **Salary:** £26,000–£32,000 + paid overtime opportunities
- **Expenses:** Paid travel
- **Kit:** Full bespoke Saints Southwest uniform
- **Time Off:** 28 days holiday
- **Health & Wellbeing:**
 - Free 24/7 access to **Health Assured** wellbeing platform
 - Full access to the **EAP (Employee Assistance Programme)** – includes counselling, legal, and financial support
 - Free access to professional counsellors
- **Perks & Benefits:** Access to our exclusive employee perks platform
- **Development:** Ongoing CPD and support to keep growing in your role
- **Pension:** Workplace pension scheme

Our Culture

At **Saints Southwest**, we do things properly. Our values guide everything we do:

- **Standards** - We set the bar high and hold ourselves accountable
- **Aspirations** - We aim high and never stop improving
- **Integrity** - We do what's right, not what's easy
- **New Thinking** - We innovate, adapt and overcome
- **Together** - We're one team, working for each other and our communities
- **Skills** - We develop people, not just players

You won't just be part of a company – you'll be part of a purpose. A movement to make PE and sport a cornerstone of every child's development.

Apply Now

www.saintssouthwest.co.uk/vacancies-and-recruitment

Let's grow the game, raise the standards, and help young people thrive, together.