



NORTHWICH UNITED FC

Junior Team Manager – Role Profile & Responsibilities | Season 2026/2027

One Club. One Future.

Role Purpose

The Junior Team Manager will lead and support a Northwich United junior team, providing a safe, positive, inclusive and enjoyable football environment in which players can develop their skills, confidence and understanding of the game.

The Junior Team Manager will work within the football philosophy, playing principles and coaching framework established by the Sporting Director, while managing the day-to-day organisation of the team and supporting players, coaches and parents/carers.

Key Responsibilities

- Organise and oversee the team's training sessions, fixtures and matchday arrangements.
- Work with club coaches to deliver engaging, age-appropriate football activities.
- Implement Northwich United's agreed football philosophy and player-development approach.
- Support the individual development, confidence and enjoyment of every player.
- Promote participation, teamwork, respect and a positive attitude towards football.
- Maintain appropriate communication with parents/carers and club officials.
- Ensure relevant team information, registrations and documentation are maintained.

Sporting Director & Football Philosophy

- Work within the club-wide football philosophy established by the Sporting Director.
- Implement the club's agreed playing and coaching principles at team level.
- Attend relevant club coaching and development meetings where required.
- Work with the Phase Lead and Sporting Director to support player progression.
- Provide feedback on player development, team needs and football requirements.
- Respect the club's agreed football structure while contributing constructive ideas and feedback.
- The Sporting Director has overall responsibility for the club's football philosophy, playing style and coaching framework.
- The Junior Team Manager is responsible for day-to-day team management and implementation of that framework.

Player Development

- Put player development ahead of results, particularly at younger age groups.
- Encourage players to develop technical, tactical, physical and social skills appropriate to their age and ability.
- Provide opportunities for players to experience different challenges and positions where appropriate.
- Encourage confidence, independence and decision-making.
- Recognise that players develop at different rates.
- Support appropriate progression between age groups and teams.
- Avoid creating unnecessary pressure around results, selection or performance.

Safeguarding & Player Welfare

- Follow Northwich United's safeguarding policies and all relevant club procedures.
- Follow applicable FA safeguarding requirements and guidance.
- Ensure all required safeguarding training and FA-accepted checks are current where the role requires them.
- Place the safety and welfare of children at the centre of all football activity.
- Ensure only appropriately authorised and suitable adults undertake roles with the team.
- Maintain appropriate supervision and avoid situations where a child is unnecessarily left alone with one adult.
- Report safeguarding and welfare concerns promptly to the Club Welfare Officer or through the appropriate safeguarding route.
- Never investigate a safeguarding concern personally.
- Promote a safe, inclusive and respectful environment where children are listened to and taken seriously.

Respect & Behaviour

- Lead by example and support the FA's Respect principles.
- Treat players, coaches, referees, opposition teams, parents/carers and volunteers with respect.
- Promote positive behaviour on and off the pitch.
- Never tolerate bullying, discrimination, abuse, intimidation or inappropriate behaviour.
- Challenge inappropriate behaviour appropriately and report serious concerns.



- Ensure the team understands and follows the relevant Northwich United Codes of Conduct.

Parent & Carer Relationships

- Establish clear and professional communication with parents/carers.
- Explain team expectations, training arrangements and matchday information.
- Encourage parents/carers to support players positively.
- Address concerns professionally and appropriately.
- Avoid discussing confidential matters about individual players in group settings.
- Refer safeguarding, welfare or serious conduct concerns through the appropriate club process.
- Encourage parents/carers to follow the club's Parent/Carer Code of Conduct.

Digital Communication

- Use approved Northwich United communication channels.
- Maintain appropriate professional boundaries in all communication.
- Ensure parents/carers are appropriately included in communications involving younger players.
- Avoid inappropriate private or personal communication with players.
- Never share inappropriate images, videos or personal information.
- Follow the club's photography, social media and data protection procedures.

Training & Matchday Safety

- Ensure training sessions are appropriately planned and organised.
- Check that the environment and facilities are suitable and safe.
- Follow relevant club risk assessments and emergency procedures.
- Ensure appropriate supervision throughout activities.
- Be aware of players' medical and individual needs.
- Follow the club's injury and medical procedures.
- Ensure injuries and incidents are recorded and reported appropriately.
- Follow competition, venue and league requirements.

Leadership & Professional Standards

- Lead by example and maintain professional appearance, behaviour and communication.
- Maintain appropriate professional boundaries with players, parents/carers, staff and officials.
- Promote Northwich United's values of respect, protection, encouragement and challenge.
- Create an environment where players feel safe to learn, make mistakes and develop.
- Work collaboratively with coaches, Phase Leads, the Sporting Director and Club Committee.
- Accept feedback and actively participate in personal development.

Reporting & Communication

- Report to the appropriate Phase Lead or Sporting Director regarding football matters.
- Report safeguarding and welfare matters to the Club Welfare Officer through the appropriate club process.
- Communicate safeguarding concerns, serious incidents, injuries, complaints and significant behavioural concerns promptly.
- Raise any matter requiring club-level support or intervention in a timely and professional manner.

What Good Looks Like

- Players enjoy football and feel safe, valued and included.
- Players develop their skills, confidence and understanding of the game.
- Coaches are supported and parents/carers understand how the team operates.
- The team reflects Northwich United's football philosophy and values.
- Safeguarding, welfare and conduct standards are upheld at all times.
- Development and wellbeing remain more important than winning at all costs.

Agreement

I understand and accept the responsibilities and standards expected of the Northwich United FC Junior Team Manager and agree to operate within the club's football philosophy, safeguarding requirements, policies, procedures and Codes of Conduct.

Manager name	_____
Signature	_____



Date	_____
Phase Lead / Sporting Director	_____