**Birmingham County Football Association – Vacancy**

**Position: Football Development Officer (Lead role for Women & Girls)**

**Employer:** Birmingham County Football Association Limited

**Reporting to:** Senior Football Development Officer

**Salary:**  Circa £24000 + Benefits (Fixed term post with funding secured up until June 2021)

**Our Vision: Improving Lives by Improving Football**

**Our Mission: To create a dynamic, member-focussed organisation that over exceeds in delivering safe, fun and inclusive football ForALL**

**Role Description:**

An exciting opportunity has arisen to join the team at Birmingham County Football Association. We are requesting applications for a highly motivated team player who has a proven track record in sports development to deliver and successful attain the County FA’s National Game targets and Business Plan objectives. This role is specifically centred on pro-actively improving and increasing football opportunities for Women & Girls.

**The principle responsibilities will be:**

* Lead, plan and implement the Womens and Girls football strategy within the County Operational Plan to meet key performance indicators that support retention and show positive growth in participation across the female pathway using positive interventions and new initiatives
* Work collaboratively with affiliated Clubs & Leagues to influence the effective delivery of sustainable female affiliated football/futsal inc recreational and flexible formats
* Support the FA’s key Women & Girls initiatives at a local level by utilising strong strategic networks and partners within the community and education sectors
* Strategically recruit & manage the SSE Wildcats Centres in line with county targets. Lead a part-time mentor workforce to support the year on year retention of Wildcat centres
* Support Regional Talent Centres with their business planning, facilitation of events (where appropriate); build robust relationships with local women & girls stakeholders
* Work strategically with Leagues, partner organisations and wider community groups to deliver the overall business plan objectives and BCFA Vision
* Work flexibly across the County Football Association to understand and support all business functions as and when required by the Senior Football Development Officer, Football Development Manager & Senior Leadership Team
* Contribute to positively raising the profile and the perception of the County Football Association delivering our customer excellence strategy and demonstrating the values & behaviours of the organisation (outlined below)
* Work with the PR & Promotions team to keep designated web site pages current. Embrace the impact of digital marketing across all platforms to increase the awareness and engagement of specific initiatives coupled with other business services
* Analyse and use national and local data & insight to design and implement customer focused initiatives linked to individual and team work programmes and growth targets
* To support the County Football Association in its commitment to safeguarding young people & vulnerable adults
* To have an understanding and awareness of Equality & Inclusion best practice relating to a sporting environment in order to increase female BAME and disability participation

For an informal discussion about this role please contact Luke Bowles on 0121 357 4278 ext. 214. All successful candidates will undertake an enhanced DBS check.

**Role Profile**

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| **Job Title:** | **Football Development Officer (Lead role for Women & Girls)** | | | | | |
| **Reports To:** | Senior Football Development Officer | | **Jobs Reporting into the Job Holder:** | | | **N/A** |
| **1. Job Purpose** | | | | | | |
| **To support the successful delivery of the County FA’s National Game Strategy KPI’s and Business Plan Objectives specifically centred on pro-actively improving and increasing football opportunities for Women & Girls** | | | | | | |
| **2. Principal Accountabilities/Responsibilities** | | | | | | |
| * Lead, plan and implement the Womens and Girls football strategy within the County Operational Plan to meet key performance indicators that support retention and show positive growth in participation across the female pathway using positive interventions and new initiatives * Strategically recruit & manage the SSE Wildcats Centres in line with county targets. Lead a part-time mentor workforce to support the year on year retention of Wildcat centres * Work collaboratively with affiliated Clubs & Leagues to influence the effective delivery of sustainable female affiliated football/futsal inc recreational and flexible formats * Support the FA’s key Women & Girls initiatives at a local level by utilising strong strategic networks and partners within the community and education sectors * Support Regional Talent Centres with their business planning, facilitation of events (where appropriate); build robust relationships with local women & girls stakeholders * Work strategically with Leagues, partner organisations and wider community groups to deliver the overall business plan objectives and BCFA Vision | | | | | | |
| **3. Knowledge/Experience/Technical Skills/Behaviours** | | | | | | |
| **Essential:**   * A strong understanding of current FA Female Football/Futsal initiatives and the Women & Girls strategy * Ability to constructively challenge the status quo, and influence positive change * Clearly demonstrate a working understanding and application of inclusion, equality and anti - discrimination, safeguarding and best practice. * Experience of engaging with partner organisations to deliver Sports/Football Development objectives on a large scale * Developing and delivering strategic project plans, with the ability to monitor, evaluate and report on progress * Customer focussed ethos * Competent user of Microsoft Office packages * Project management skills/experience including budgetary responsibility * Willingness to work unsocial hours, including evenings and weekends. * Valid driving license with regular access to a vehicle | | | | **Desirable:-**   * Educated to degree level or with 2-3 years practical experience of sports/football development * Working knowledge and understanding of grassroots football and the role of a County Football Association * Knowledge of the structure and organisations within football both nationally and locally especially the Womens & Girls pathway * Knowledge of partner organisations within the County Football Association boundary * Sports development/other relevant qualification * Demonstration of equality in action * Previous experience of working with a football club/league * Football participant: player, coach, referee, volunteer | | |
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| **Company Values BCFA Behaviours** | | | | | | |
| * Valued * Innovative * Positive * Supportive   Website: [www.BirminghamFA.com](http://www.BirminghamFA.com) | | | | | * Team player * Delivery focussed & results driven * Customer Excellence ethos * Pro-active with a cost-effective approach * Honest & Trustworthy * Excellent negotiator and influencer * Decisive with a can do attitude * Resilient and determined * Approachable and friendly * Engaging and supportive | |
| **Further Information**  As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include an enhanced Criminal Records (DBS) check to ensure their suitability for the role.  **How to apply:** To apply, please send a CV and covering letter with details of your current salary marked “Private and Confidential” to: Business Planning Manager, Birmingham County FA, Ray Hall Lane, Great Barr, Birmingham, B43 6JF or via email to [Richard.Lindsay@birminghamfa.com](mailto:Richard.Lindsay@birminghamfa.com) stating in the subject line of your email ‘Ref: Football Development Officer vacancy’.  **Closing date for all applications is Tuesday 16th April 2019, 5.00pm, Interviews will be held on Wednesday 24th April 2019 at Birmingham County Football Association.**  Due to the volume of applications we receive, if you do not hear from us within 5 working days of the closing date, please assume that your application has not been successful. Unfortunately we are not able to provide feedback to applicants at application stage. | | | | | | |
| Completed by Name/Role | | Luke Bowles, Senior Football Development Officer and Amy Sproson, Football Development Manager | | | | |
| Signature | |  | | | | |
| Date | | 28/02/2019 | | | | |

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive.  The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.

**Birmingham County Football Association strives to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate diversity. If you have any particular requirements in respect of the recruitment or interview process please state this in your covering letter.**