**Cheshire County FA**

**Football Development Manager - Role Profile**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title:** | **Football Development Manager** | | | | |
| **Reports To:** | **Chief Executive Officer** | | **Direct Reports:** | | **Football Development Team** |
| **1. Job Purpose** | | | | | |
| * To harness, coordinate, and grow the scale and nature of the relationship between County FA and the local football community * To support and develop local football organisations in growing the game locally * To develop strong partnerships with key stakeholders across the grassroots games | | | | | |
| **2. Principal Accountabilities/Responsibilities** | | | | | |
| **Football Development Management**  **FA National Game Strategy**   * To develop, maintain and deliver The FA National Game Strategy on behalf of the FA at a local level. * To work with the Senior Management Team (SMT) at Cheshire FA and to report quarterly to The FA Regional Manager on the National Game (North West). * Identify, develop and maintain key partnerships both internal and external to ensure delivery of the County FA Key Performance Indicators and business plan * Ensure compliance with The FA operating standards in delivery / facilitation of football programmes across the county * To report to the SMT and CEO to manage and provide monthly updates on The FA National Game Strategy Revenue funding, including expenditure. * To manage the football development outcomes that contribute to the FA National Game Strategy business and operational planning process. * To strategically use data and insight to inform the business decisions and support all football development and facilities strategies.   **Stakeholder Engagement**   * To develop and maintain strong effective relationships with Local Authorities to support the delivery of football development and football strategies. * To develop and maintain strong effective relationships within the Health sector whilst demonstrating the impact of football on Health & Wellbeing.   **Football Workforce, Safeguarding and Education**   * To support the Designated Safeguarding Officer in coordinating team resource effectively around safeguarding * To manage and oversee the effective and efficient delivery of the Cheshire FA Education Strategy. * To develop and maintain effective financial controls and provide monthly Education Strategy financial reports.   **Leadership & Management**   * To provide Monthly, Quarterly and Annual Management information for the CEO and the Board of Directors, to improve performance and inform decision making of the business and propose changes as and when required to do so. * To manage all attributed financial budgets aligned to the role holder and to report effectively. | | | | | |
| **3. Knowledge/Experience/Technical Skills/Behaviours** | | | | | |
| **a) Knowledge/Experience/Technical Skills** | | | | | |
| **Essential: -**   * The ability to work independently * To ability to use diplomacy in dealing with confidential information. * The ability to demonstrate effective performance management. * Proven competency in the use of IT and database systems. * Excellent organisational and time management skills with the ability to work under pressure and meet deadlines. * Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes * Project management skills and experience – to plan, set and achieve objectives within strict deadlines * Experience of monitoring and evaluation of programmes * Exceptional communication, interpersonal and influencing skills * Clear and accurate written and verbal communication skills, with a customer-centric mentality. * A passion for Football and football business. * Full UK Driving Licence. | | | | **Desirable: -**   * Knowledge of The FA National Game Strategy. * Knowledge and experience of working with Cheshire FA Clubs and Leagues. * Demonstrable success in managing customer/member relationships. * Digitally literate with a basic understanding of CRM and HTML. * Use and knowledge of statistical packages to demonstrate a level of analytical experience and expertise. * Ability to identify and progress new opportunities. * Educated to Graduate level or significant relevant experience. | |
| **b) Behaviours – as defined in the County Football Association Competency Model** | | | | | |
| * Collaborative Teamwork * Influential Communication * Customer Excellence and Quality * Creating Solutions * Inspiring Others To Succeed | | | | | |
| **Completed by Name/Role** | | Alice Watson (Regional Manager) The FA | | | |
| **Signature** | |  | | | |
| **Date** | |  | | | |