



FOOTBALL DEVELOPMENT OFFICER

RECRUITMENT PACK

CHESHIRE FA

FOOTBALL DEVELOPMENT OFFICER



Job Title: Football Development Officer (Male Pathway)

Location: Hartford House, Hartford Moss Recreation Centre, Northwich, CW8 4BG

Closing Date: Monday 19 July 2021

Contract Type: Fixed Term contract until June 2024

Working Hours: 35 hrs per week including some evenings and weekends

A BIT ABOUT US

We govern Football across Cheshire and have been doing that since 1878. Now, we are changing our approach to put our clubs, leagues, players, coaches and referees at the forefront of our thinking. These are our volunteers. These are our people. We help to grow the game in Cheshire and develop each and every area of Football.

SAFEGUARDING

We are committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and the information provided.

A BIT ABOUT THE ROLE

We are looking for an enthusiastic Football Development Officer with a passion for grassroots football to join our team. The successful candidate will be responsible for developing and delivering the growth and quality across the male football pathway ensuring it's a sustainability.

WHAT WE CAN OFFER

We're looking for the best candidates who can support the work of our outstanding grassroots volunteers and be a strong addition to our team. You will get the chance to work with our nationally recognised leaders and help us to improve the work we do. You'll be part of a forward thinking and progressive County FA and if that wasn't enough, we'll pay you too!

Other benefits include:

- A great start to your career in football with the local governing body of the grassroots game here in the heart of Cheshire
- Opportunities to progress your career across the County FA Network throughout England and at The FA
- Access to high-quality training, networking and personal development opportunities
- A varied and exciting working week, where you'll learn about all aspects of grassroots football
- A great Holiday entitlement

EQUALITY AND DIVERSITY

Cheshire FA promotes inclusion and diversity and welcomes applications from everyone. If you have any requirements in relation to the recruitment or interview process, please include details on the application form.

ROLE PROFILE



Reports to: Football Development Manager

Direct Reports: Volunteers and coaches who support the delivery of the football development programmes across the Cheshire FA.

Purpose:

- To support delivery of The FA Grassroots Football Strategy and the Cheshire County FA Business Strategy.
- To develop and deliver a sustainable plan for growth and quality across the male football pathway.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.
- To support the adoption of FA technology systems across grassroots football.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

Responsibilities:

- Work collaboratively through local strategic networks within the community to support the growth and retention of male players through key FA programmes and across all formats of the game.
- To create, deliver and support a focussed and exciting annual operation plan which drives growth and retention across the adult male game.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Identify sources of funding that will be of benefit to grassroots football and provide appropriate advice and support to applicants.
- Provide football development support and advice to clubs and leagues.
- Utilise research and online mapping tools to strategically develop the adult male game across the County FA, identifying gaps in provision and opportunities for club and league development with positive interventions.
- Facilitate the movement of youth players into adult football within various formats of the game.
- Develop programmes to support and grow male football provision, with a focus on post-16 provision through to Walking Football.
- Work with Education Establishments (FE/HE) to increase football participation and implement active development plans.
- Deliver a programme of services to club and league volunteers, with an emphasis on gaining more FA-accredited clubs and leagues (England Football Accreditation previously FA Charter Standard).
- Increase male recreational football participation via The FA Just Play programme by engaging a wide range of stakeholders and targeting a variety of groups based on local demand.
- Facilitate the development and delivery of new and other formats of football that reflect changing participant behaviour and expectations.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within male football development programmes.
- Risk-assess all Cheshire events activity for under-18s and where the Cheshire County FA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Support messaging so that under-18s and adults at risk in open-age adult grassroots football know how to report concerns about their wellbeing.
- Ensure that male football is inclusive, diverse and reflective of local communities.
- Support the promotion, growth, retention and transition of male coaches on to and through The FA coaching qualifications and work in partnership with the Referee Development Officer to promote and identify male referee recruitment and retention initiatives.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Cheshire County FA and grassroots football.
- Execute tasks as required to meet the Cheshire County FA changing priorities.

WHAT WE'RE LOOKING FOR



Qualifications:

Essential

- Educated to degree level or equivalent work experience

Desirable

- Two years' sports development experience

Skills:

Essential

- 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 to deadlines.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills.
- Excellent problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills.
- Report-writing skills
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

Desirable

- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.
- Capability to create multiple reports, budgets and plans.

Knowledge & Experience:

Essential

- Practical experience of sports/football development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of The FA coaching qualification framework.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

Desirable

- Knowledge of The FA's Grassroots Football Strategy.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.

Enhanced DBS Check required? YES

Clean, full driving licence? YES

HOW TO APPLY



To apply for the job please complete a CV and a covering letter explaining how you are suitable for the role and how you hit the role profile- Skills, knowledge and experience sections.

Please email your covering letter and CV, marked Private & Confidential – FDO Application to Danielle Shields, Football Development Manager at HR@CheshireFA.com

Cheshire FA is committed to safeguarding children, young people and adults at risk. All eligible roles are subject to a DBS check.

Cheshire FA is committed to achieving equality and fairness in employment and service delivery. We welcome applications from all sections of the community.

Due to the large number of applications we are expecting to receive, if you have not heard back from CCFA by Friday 23rd July then please take it that your application has been unsuccessful.

The closing date for applications is 12 noon on 19th July 2021. Interviews will be held on week commencing 26th July 2021.

If you have any questions about the role, please contact Danielle Shields, Danielle.Shields@CheshireFA.com for an informal discussion.

GOOD LUCK!



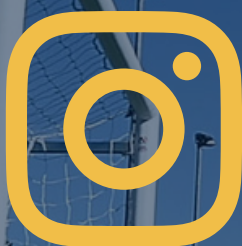
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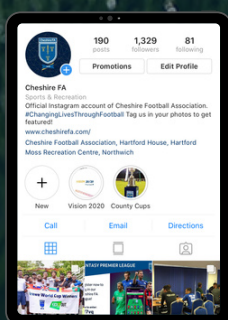
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