



Role Profile/Job Description

Job Title:	Football Development Officer (Clubs/Leagues/Workforce)		
Reports To:	Head of Delivery & Facilities Quarterly Reports to Line Manager	Jobs Reporting into the Job Holder:	None
1. Job Purpose			
<ul style="list-style-type: none"> To support the delivery of The FA National Game Strategy in partnership with key stakeholders and enhance the CFAs major priorities To develop and support clubs and Leagues that are safe, fun and inclusive FOR ALL by providing modern, fit for purpose club structures and services, which will grow and retain participants, support the workforce and raise standards across the game 			
2. Principal Accountabilities/Responsibilities			
<ul style="list-style-type: none"> To develop and support a sustainable plan for growth and quality of club structures aligned to the FA National Game Strategy Develop relationships with clubs and partnerships between clubs to Develop full male and female player pathways which includes disability and recreational provision within clubs, representing their community and capacity of their facility/playing surface Understand and promote FA technology systems to help simplify administration of the game and support our club workforce Support the partnership with Derby County Community Trust relative to Girls Regional Talent Club (RTC) & Disability Support & Deliver the FA Charter Standard Programme for Clubs & Leagues to gain and maintain quality accreditations Have a greater understanding and able to strategically develop clubs through On Pitch and Off Pitch opportunities Support & attend Football Focus Groups Work with all sanctioned leagues and support their retention targets across all age groups Support the Funding opportunities with clubs/Leagues – e.g. Grow the Game, Retain the Game, Support the club & League volunteer workforce by identifying and analysing the their needs and areas of training and development Lead, plan and prioritise activities and issues arising, and implement actions according to CFA business strategy Communicate and provide information by relevant methods internally and externally to assist and enable effective service to staff and key stakeholders Executes additional tasks as required in order to meet CFA's changing priorities Ensure that the CFA effectively implement and maintain the FA's Safeguarding Operating Standard within Football. 			

All FDO's – dependant on Programme

- Work with the FA and partners to maximise insight and research knowledge to deliver programmes and services to customers that meet their expectations
- Manage and support staff to effectively enhance their capabilities and expertise to provide the quality of service required by the CFA and in accordance with best practice
- Ensure that the CFA effectively implement and maintain the FA's Safeguarding Operating Standard within Football.
- Work with the FA and partners to maximise insight and research knowledge to deliver programmes and services to customers that meet their expectation
- Liaise with County Sports Partnership (CSP) / NGB contacts and attend forums
- In conjunction with partners and other DCFA officers promote initiatives, incentives and programmes through websites, social media, e-newsletters etc.
- Implement initiatives around the new FA Women's Strategy
- Support Development Initiatives in partnership with Chesterfield Community Trust and Derby County Community Trust
- Support & deliver FA National led festivals/events work as a team when required and any other initiatives that are instrumental to the business
- Use Data to develop insight and shape delivery
- Develop specific programmes targeting growth in football participation within BAME groups
- Support positive interventions to raise awareness and increase participation for all in football
- Implement the Equality Standard for Sport
- Equality Initiatives – depending on the area of support required e.g. Youth or Adult or Club based
- Support clubs and groups to apply for external funding pots

3. Knowledge/Experience/Technical Skills/Behaviours

a) Knowledge/Experience/Technical Skills

Essential:-

- Graduate/ Graduate calibre
- Knowledge and experience of current strategies, national initiatives and issues in relation to sports and football development
- Ability to work strategically with partner organisations to deliver programmes and courses
- Ability to work as part of a team and also to demonstrate the use of individual initiative
- Goal setting
- Monitoring and evaluation - Extensive experience of Excel
- Driving licence
- A working understanding and application of inclusion, equality and

Desirable:-

- Knowledge of the structure and organisations within football
- Experience of working with / mentoring young people
- Knowledge of Funding initiatives
- Knowledge of Budget management
- Knowledge of The FA's National Game Strategy
- Knowledge of For All – Female Football Strategic Plan
- Experience of managing and working with budgets
- Knowledge of Long Term Player Development for female players
- Knowledge of the elite pathway for females
- Knowledge of relevant funding agencies
- Working with underrepresented groups



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anti – discrimination, safeguarding and best practice <ul style="list-style-type: none"> • Understanding of girls' football structures and development pathways at local, regional and national level • An understanding of the barriers to participation faced by females and knowledge of sports equity issues • Project management skills – to plan, set and achieve objectives within strict deadlines • Experience of writing reports and excellent IT skills • Excellent communication and presentation skills • Time Management 	
b) Behaviours – as defined in County Football Association Competency Model	
<ul style="list-style-type: none"> • Problem Solving • Teamwork • Communicating • Delivery 	<ul style="list-style-type: none"> • Customer Excellence • Developing Self and Others • Leadership (only applicable for roles with line/project management)
<p>Further Information</p> <p><i>Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities? YES</i></p> <p>Where the answer to the above question is YES the following wording will be included in any advertisement “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 a Criminal Records Bureau Disclosure, to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope”</p>	
Completed by Name/Role	Dawn Heron
Signature	<i>Dawn Heron</i>
Date	8 th October 2018