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| **Role:** | **Devon County FA Club Consultant** | **Reports To:** | **Devon County FA** **Senior Football Development Officer** | **Pay:** | **£30 per hour (self-employed)****Initial Contract: Up to 40 hours** |

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| **Role Purpose:**  |
| * To support key partner clubs in becoming sustainable, customer focused businesses
* To provide guidance and challenge to key partner clubs in creating effective, operational internal structures.
* To support key partner clubs in creating and implementing clear strategies for financial sustainability and football outcomes
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| **Key Accountabilities:**  |
| * Supporting key partner clubs in becoming sustainable, focused business organisations
* Increase Active Volunteers within Club Committees, and improve Committee Structures
* Increase fundraising and revenue within Clubs
* In partnership with key partner clubs completing an analysis identifying the areas of development and support required for them to become sustainable, customer focused businesses
* Prioritising the needs of the club with club officials and supporting the club in how to address them
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| **Key Relationships** |
| * Devon County FA Development Staff
* FA Charter Standard Clubs & their committees
* Sport England Club Matters Resources & Team
* Supporting Clubs to make local links as required
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**WHAT IS NEEDED TO CARRY OUT THE ROLE?**

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| **Person Specification (Key Skills And Experience Required): Essential** | **Person Specification (Key Skills And Experience Required): Desirable** |
| * Knowledge and application of modern business techniques and processes in relation to voluntary football clubs
* Experience of working with or supporting successful organisations
* Knowledge and understanding of how voluntary football clubs operate
* Ability to challenge in a constructive manner and respond to the developmental needs of individual clubs
* Experience of coaching or supporting club officials
 | * Knowledge of the Sport England Club Matters programme
* Experience of working as a mentor or coach in a commercial or volunteer organisation
* Management and leadership skills
* An understanding of club organisational structures and processes
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| **Knowledge , Skills , Attributes required:**  |
| * Creating an effective mentoring or learning environment
* Positive reflection skills
* Establishing a Needs Analysis
* Constructively challenging
 | * Observation skills
* Questioning
* Listening
* Empathy
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| **Author: Dai Carpenter****Date: 25th April 2019** |