



# APPLICATION PACK

FOOTBALL DEVELOPMENT OFFICER  
LEAGUES & CLUBS

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## Who are the Devon FA?

Devon County Football Association is the governing body for football in Devon.

We continue to support our footballing community, whilst negotiating the Covid-19 pandemic, and drive forward with our vision to Enhance Lives through Football in Devon, as part of our role to Unite and serve Devon football to provide an inclusive and enjoyable experience for all.

We operate within a High Performing Organisational and, being in the first year of our latest 3-year strategy, this is an exciting time to join the team behind football in Devon.

**[Click here to view our 3-year strategy.](#)**



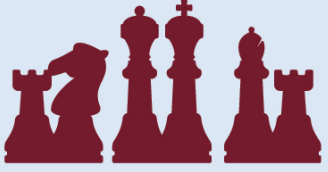


# DEVON COUNTY FA

## STRATEGY 2021 – 2024



**OUR VISION -** ENHANCING LIVES THROUGH FOOTBALL IN DEVON



**OUR ROLE -** UNITE & SERVE DEVON FOOTBALL TO PROVIDE AN INCLUSIVE & ENJOYABLE EXPERIENCE FOR ALL

### WHAT DO WE WANT TO DO?

ENSURE DEVON FA IS SAFE, INCLUSIVE AND DIVERSE

DEVELOP A SUSTAINABLE AND FINANCIALLY SECURE CFA TO SUPPORT FOOTBALL IN DEVON

RESTART FOOTBALL FOLLOWING THE PANDEMIC, SUSTAIN AND INCREASE PARTICIPATION FOR ALL FORMATS

RETAIN, ENHANCE AND DEVELOP NEW FACILITIES IN DEVON

INCREASE & DEVELOP THE WORKFORCE SUPPORTING DEVON FOOTBALL

IMPROVE THE IMAGE OF DEVON FA AND IT'S IMPACT/ AND SUPPORT FOR ALL FOOTBALL IN DEVON

### HOW ARE WE GOING TO DO IT?

ACHIEVE THE FOUNDATION STANDARD IN 2021 AND PRELIMINARY EQUALITY STANDARD IN 2022

DEVELOP AND DELIVER AN EQUALITY ACTION PLAN

CREATE A HEALTH AND WELL-BEING STRATEGY TO SUPPORT FOOTBALL PARTICIPANTS

MEET THE FA SAFEGUARDING OPERATION STANDARD ANNUALLY

ACHIEVE CODE OF GOVERNANCE BY THE 2023/24 SEASON

REINVEST A MINIMUM OF £240,000 INTO FOOTBALL IN DEVON ACROSS THE STRATEGY

DEVELOP A "WHAT IF" COMMITTEE THAT SUPPORTS FOOTBALL AT RISK

SUPPORT THE RETURN OF THE DEVON ABILITY COUNTS LEAGUE AND THEIR CLUBS

DEVELOPMENT OF A CLUB RETENTION PROGRAMME WITH A FOCUS ON THE ADULT MALE 11V11 GAME

1000 NEW FEMALES INVOLVED IN FOOTBALL

80% OF OUR LEAGUES IN DEVON TO BE AWARDED ENGLAND FOOTBALL ACCREDITATION

100 IMPROVED GRASS PITCHES

DEVELOP THREE NEW 3G FACILITIES IN DEVON

DEVELOP A DEVON SPECIFIC GROUNDSPERSON ASSOCIATION TO PROVIDE EDUCATION AND SITE SUPPORT

DEVELOP A TRAINING PROGRAMME AND TECHNOLOGY SURGERY OPEN TO ALL VOLUNTEERS

DEVELOP A NEW DEVON FA COACHES ACADEMY

ENHANCE THE REFEREE DEVELOPMENT AND RETENTION PROGRAMME

DEVELOP A FOCUS GROUP THAT ENHANCES THE IMAGE AND DEVELOPS COMMUNICATION CHANNELS OF THE CFA

DEVELOP A TRANSPARENT YOUTH ENGAGEMENT STRATEGY FOR ANYONE INVOLVED IN FOOTBALL UNDER AGE OF 18

DOUBLE OUR SOCIAL MEDIA REACH ACROSS ALL FORMATS (17,500 FOLLOWERS)

PHYSICAL HEALTH

MENTAL HEALTH

COMMUNITY ENGAGEMENT

INVESTMENT GROWTH

HEALTH & WELLBEING

DEVELOP A STRONGER WORKFORCE

WORK IN COLLABORATION

THINK OUTSIDE THE BOX

LOCAL PLACED INTERVENTION & PLANNING

OUR VALUES



# The Role



This position of Football Development Officer, Leagues and Clubs will be integral to developing football through throughout the County.

As well as working with our clubs and leagues this position will be responsible for managing and delivering our Devon FA Coaches Academy, driving standards of coaching both on and off the pitch.

The position reports directly to our Chief Operating Officer and will encompass hitting targets that relate to all goals of The FA National Game Strategy and our 2021-24 strategy.

To apply you need to be of graduate calibre, have experience in sports / football development and an understanding of the FA's National Game Strategy.

You need to be passionate about and committed to the development of football at a local level. You must be able to work under pressure, handle multiple priorities and meet deadlines.

Candidates must be good administrators and be able to demonstrate both team working and the ability to work unsupervised.

Candidates should also have excellent interpersonal, communication and presentation skills. You need also to have a current driving licence and be able to work evenings and weekends.

<b>Role Title</b>	Football Development Officer - Leagues & Clubs
<b>Reports To</b>	Chief Operating Officer
<b>Location</b>	Devon FA HQ, Coach Road, Newton Abbot, Devon, TQ12 1EJ
<b>Salary</b>	20k-22k
<b>Term</b>	2 year contract





# The Role

Hours of work are Monday-Friday 9:00am-5:00pm (8hrs per day + 45 min break) – 36.25hrs per week, however as we work in sport with a volunteer workforce, some evening and weekend work will be required.

Salary will be up to £22,000 subject to experience and there will be a six-month probationary period for this role.

We are committed to safeguarding children and adults at risk, and anyone working with us will be required to follow our safeguarding policies.

Due to the nature of this role, the successful candidate may 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 information provided.

## What can we offer?

- An exciting opportunity to join a forward thinking, progressive business
- A chance to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal development
- A Workplace Pension Scheme
- 20 days' annual leave as standard
- Additional leave after 5, years' service
- Employee Assistance Programme
- Free Nike Staff Uniform every year



# Job Description and Person Specification

Job Title	Football Development Officer - Leagues and Clubs
Reports to	Chief Operating Officer

Job Purpose
<ul style="list-style-type: none"><li>• To support delivery of The FA National Game Strategy and the Devon County FA Business Strategy</li><li>• To support, service and encourage inclusive leagues and clubs with complete player pathways through local collaboration and sharing of resources and knowledge.</li><li>• To develop a high quality coach support programme</li><li>• To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs</li><li>• To support the adoption of FA technology systems across grassroots football</li><li>• To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time</li></ul>

Location	Devon County FA, Coach Road, Newton Abbot, TQ12 1EJ
Hours	36.25 hours per week, evening and weekend work required
Contract	2 years



# Job Description and Person Specification

## Responsibilities

- Align leagues and clubs' ambitions with the National Game Strategy through support services, initiatives and programmes.
- Gain more FA-accredited leagues and clubs (England Accreditation) and deliver a programme of services to clubs and leagues.
- Support the league and club accreditation (England Accreditation) renewal process and ensure safeguarding requirements are met.
- Work with Football Services Manager to identify Leagues and Clubs that are at risk of losing their accreditation and develop action plans to improve behaviour
- Support the review and development of competition and league structures to ensure they meet the needs of all players.
- Establish constructive working relationships with the key futsal stakeholders and develop regular contact to promote collaboration and sharing of good practice.
- identify sources of funding (e.g. The FA Futsal Fund) that will be of benefit to key stakeholders and provide appropriate advice and guidance to applicants.
- Provide support and advice to futsal leagues and youth leagues providing futsal as part of their offer.
- Facilitate the transition of players from youth football to futsal.
- Support leagues within the National League System through their league development plans.
- Support the affiliation of clubs and ensure safeguarding requirements are met.
- Ensure leagues fully comply with relevant Standard Code of Rules (adult and youth) prior to sanctioning.
- Explore and encourage the development of other formats of football (e.g. walking football and futsal) within leagues and clubs to provide more opportunities for people to play and enjoy football.
- Drive participation growth via The FA Schools and Youth Futsal Cup by engaging a wide range of stakeholders and targeting a variety of participant groups based on local demand.
- Deliver male and female local qualifying competitions for The FA Futsal Cup.
- Consider available facilities (e.g. schools, colleges, universities, leisure centres) and any relevant adaptations that may be required to play futsal in a safe environment.
- Lead and manage delivery of the Devon County FA coach CPD, coach mentoring, and liaising with key stakeholders to meet the needs of the game (Devon FA Coaches Academy)
- Support coaches and referees involved in futsal through FA courses and provide ongoing CPD.
- Develop and deliver an annual action plan to support high-quality coaching opportunities across grassroots football.
- Recruit, retain and develop coaches through The FA qualification framework and local CPD opportunities, with a focus on BAME and female coaches.
- Provide appropriate records, statistics and reports which will assist with the monitoring and reviewing of coaching targets and objectives.
- Support and continue to develop a local communication network that provides coaches with access to courses, education, development and employment opportunities.
- Support and engage with FA Education and all FA Coach Education courses and opportunities



# Job Description and Person Specification

## Responsibilities

- Engage and support the Devon County FA coaching steering group to identify and address gaps in coaching provision and monitor current and future coaching workforce needs and trends.
- Lead on the delivery of the FA Respect programme for the County
- Promote positive behaviour in youth football and address aggressive side-line behaviour.
- Identify and log specific patterns of concerning behaviour with clubs and leagues and address these proactively.
- Work with the RDO to implement The FA Respect 'We Only Do Positive' campaigns and activations that support the environment and improve participant and spectator behaviour and expectations.
- Ensure that grassroots football is inclusive, diverse and reflective of local communities.
- Risk-assess all Devon events and activity for under-18s and where the Devon directly employs or deploys under 18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the Devon youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Devon and grassroots football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within female football development programmes.
- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.
- Responsible for the management of the Devon FA 3G facility at identified evenings
- Execute tasks as required to meet the Devon County FA changing priorities.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, FA Events, Whole Game System, Matchday app and Full-Time).



# Job Description and Person Specification

Person Specification	
Qualifications	
Essential <ul style="list-style-type: none"><li>Educated to A Level or equivalent</li></ul>	Desirable <ul style="list-style-type: none"><li>Two years' sports development experience</li></ul>
Skills	
Essential <ul style="list-style-type: none"><li>Ability to work strategically with partner. organisations across different sectors to plan and deliver football programmes.</li><li>Project management skills and experience – to plan, set and achieve objectives to deadlines.</li><li>Excellent IT skills, including the use of Microsoft Office applications.</li><li>Ability to work independently and as part of a team.</li><li>Excellent time management and prioritisation skills.</li><li>Excellent problem-solving and decision- making skills.</li><li>Outstanding communication and presentation skills.</li><li>Exceptional customer service.</li><li>Budget management skills.</li><li>Report-writing skills</li><li>Ability to use data to monitor and evaluate programmes.</li><li>Influencing skills to champion change.</li></ul>	Desirable <ul style="list-style-type: none"><li>Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities</li><li>Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players</li><li>Capability to create multiple reports, budgets and plans</li></ul>



# Job Description and Person Specification

Knowledge and experience	
<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Practical experience of sports/football development and involvement in a club or league.</li><li>• Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</li><li>• Knowledge of The FA coaching qualification framework.</li><li>• Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li></ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Knowledge of The FA's National Game Strategy.</li><li>• Experience of project management.</li><li>• Experience of utilising mapping programmes to support strategic and logistical planning.</li><li>• Knowledge and understanding of working with volunteers.</li></ul>
Enhanced DBS Check required?	YES
Clean, full driving licence?	YES





# How to Apply?

To apply for the role, please send a up to date CV and covering letter to [chris.french@devonfa.com](mailto:chris.french@devonfa.com) by **Monday 23rd May 2022**. Please note that no applications will be accepted after this date.

## Selection Process

Shortlisted applicants will be contacted by **Friday 27th May 2022**. Due to expected high volume of applicants we will only be able to provide feedback to the selected candidates.

Interviews will be held on **Wednesday 1st June**.

If required, second interviews may be held to determine the most suitable candidates for the role.

Devon County FA is an equal opportunity employer that is committed to diversity and inclusion.

Devon County FA welcomes applications from our under-represented communities to ensure our company is representative of Devon's diverse football community. All applications will be anonymised, ahead of being considered on merit for short-listing.

If you have any queries or questions regarding the role, please contact Chris French, Chief Operating officer, at [chris.french@devonfa.com](mailto:chris.french@devonfa.com)

Closing date for applications: **Monday 23rd May 2022**.



