**Role Profile**

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| **Job Title:** | Football Development Officer | **Reports To:** | County Development Manager & Senior Football Development Officer | **Grade:** | **N/A** |

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| **Role Purpose:**  |
| Support Delivery of the ECFA Moving Forward Strategy 2018-2021 and deliver the FA National Game Strategy in partnership with key stakeholders and enhance the CFAs major prioritiesTo develop and support clubs 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 |
| **Direct Reports:** | *N/A* |

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| **Key Accountabilities:**  |
| * To be the key football development contact in a geographical area and technical lead officer for one format of football.
* To develop and support a sustainable plan for growth and quality of club and league structures aligned to the FA National Game Strategy
* Work with the FA and partners to maximise insight and research knowledge to deliver programmes and services to customers that meet their expectations
* Promote and support clubs, leagues and partners to gain and maintain quality accreditations which include FA Charter Standard, Respect and safeguarding to create a better match day environment.
* Develop relationships with clubs, leagues and partners to develop full male and female player pathways which includes disability and recreational provision within clubs, representing their community and capacity of their facility
* Support the volunteer workforce by identifying and analysing the needs and areas of training and development
* Understand and promote FA technology systems to help simplify administration of the game and support our football workforce
* Have a greater understanding of and ability to strategically develop clubs, leagues and partners through On Pitch and Off Pitch opportunities (e.g. FA Charter Standard Accreditation, FA Technology Systems,, WGS, Communications and mapping of provision/activity, pathways, growth, retention, Coach Education, Volunteer Recruitment & role profiles, Respect, etc.)
* Lead, plan and prioritise activities and issues arising, and implement actions according to CFA business strategy
* Project plan the research and reporting on future changes in policy/laws, and ensure such knowledge is factored into the department's own strategy, resources and procedures
* 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
* 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 compliance with CFA’s health and safety policies
* Ensure that the CFA effectively implement and maintain the FA’s Safeguarding Operating Standard within Football.
* An understanding and awareness of generic Equality law and of good practice within sports equality.
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**CFA Values and Behaviours**

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| **Values:**  |
| * **Understanding** - We are supportive, empathetic and knowledgeable using insight and data to drive decision making
* **New Innovations -** We are proactive and creative to improve existing formats of football and explore new ways of delivering the game
* **Integrity**  - We are fair, honest, reliable and accountable and commit to doing ” what we said we would do”, ensuring equality and diversity to develop football for all and making sure all those who wish to be involved are supported and encouraged
* **Teamwork** - We work collaboratively and inclusively with each other across all areas of the business, and with our partners across the game, to optimise all our opportunities.
* **Excellence** *–* We aim to deliver high quality football services, seeking feedback and constantly reviewing our work, to develop our services based on the needs of our community and individual customers
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| **Behaviours:** |
| * Problem Solving
* Teamwork
* Communicating
* Delivery
* Customer Excellence
* Developing Self and Others
* Integrity
* Conflict Management
* Leadership
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| **Essential Skills:** | **Desirable Skills:** |
| **Knowledge*** Graduate Calibre, or equivalent relevant experience
* Knowledge of structure and organisations within grassroots football
* Knowledge of principles of Inclusion, development, equality and safeguarding

**Experience*** Experience of strategic Sports Development
* Experience of working with partner organisations to deliver strategic plans that have resulted in sustainable outcomes
* Ability to monitor and evaluate programme delivery across a diverse range of subjects
* Able to multi-task, meet agreed timescales within budget

**Technical Skills*** Experience of Excel
* High level of numeracy
* Project Management
* Advanced Report Writing skills
* Advanced Microsoft Office
* Ability to create presentations and present to a wide range of key stakeholders
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| **Further Information:** |
| 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** 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 Check 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” |
| **Enhanced CRC Check Required:** | **YES** |
| **Clean Full Driving Licence:** | **YES** |

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| **Created by:** | *B Walshe*  |
| **Date Role Profile Created:** | 29.01.19 |
| **Signed by Role Holder:**  |  |