



Job Title: Football Development Assistant

Line Manager: Senior Football Development Officer

Job Areas:

- Deliver programmes to grow participation.
- Support the Football Development department.
- Support the delivery of The FA National Game Strategy in partnership with key stakeholders.

Job Responsibilities

- Analyse and use data/insight to design customer focused services.
- Deliver a programme of services to clubs and leagues.
- Recruit, retain and develop club and league volunteers.
- Lead and support the review and delivery of competition and league structures to ensure they meet the needs of all players.
- Contribute to raising the profile and the perception of the Kent FA in leading and developing grass roots football.
- Identify, manage and develop relationships with key partners to meet the objectives and targets of the Kent FA.
- Support the marketing and communication of programmes to players and volunteers.

Job Tasks:

- Provide full administration support to the Football Development department.
- Deal with telephone and email enquiries; providing a very high level of customer service to internal and external customers.
- Provide administration support to Standing Committees and Working Groups where necessary.
- Support the administration of The FA Charter Standard programmes (clubs and leagues).
- Support administration of Girls and Disability Talent Pathway programmes.
- Undertake the administration of referee training courses.
- Appoint referees to county cup matches and representative matches in conjunction with the Referee Development Officer.
- Support the registration of referees.
- Collate information on coaches and referees to support inclusion targets.
- Leading the delivery of the Football Futures programme.
- Develop programmes to grow recreational participation; small sided male and female football and flexible formats of 11v11.

- Lead on the delivery of the Kent FA Walking Football Steering Group.
- Work with external partners to develop Walking Football across the County.
- Provide more flexible formats of football to meet customer needs (e.g. Just Play centres, Walking Football, small sided leagues).
- Work with University Football Activators to increase number of 18+ university students playing regular football.

Job Skills & Abilities

- Passionate and committed to the development of football at a local level.
- Able to work under pressure, handle multiple priorities and meet deadlines.
- Exceptional customer service, work as part of a team with excellent planning, communication and presentation skills.