

**Job Title:** FootballDevelopment Assistant

**Line Manager:** Football Development Manager

**Job Areas:**

* To support the Football Development department.
* To support the delivery of The FA National Game Strategy in partnership with key stakeholders.

**Job Responsibilities**

* Deliver and support programmes to retain and grow participation.
* 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).
* Lead the delivery of Walking Football provision throughout Kent including the Kent FA Walking Football League and County Cup.
* Provide more flexible formats of football through delivery of the JustPlay programme.