



Job Description and Person Specification

Job title	Football Development Officer (Female and Disability)
Reports to	Football Development Lead (Male Pathway)

Job purpose(s)	
<ul style="list-style-type: none"> To support delivery of The FA National Game Strategy and the Leicestershire and Rutland County FA (L&RCFA) Business Strategy. Develop female and disability playing pathways within league, club and recreational environments. Work with and develop relationships with education partners including Girls Schools Football Partnerships, ESFA, School Games Networks, FE and HE accredited colleges. Strategically lead the implementation of the Youth Engagement Strategy and Youth Council Development. To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs. To support the adoption of FA technology systems across grassroots football. To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time. 	
Direct reports	N/A

Responsibilities
<ul style="list-style-type: none"> Identify, manage and develop relationships with key partners to meet the strategic objectives of the L&RCFA. Analyse, and use data and insight, to design and develop local solutions that meet volunteer needs across female and disability pathways. Work with and support England Football Accredited Clubs to achieve full players pathways that meet their development ambitions across female and disability pathways. Support sanctioned leagues in the development of quality competition formats across the female and disability pathway through the achievement and retention of England Football Accreditation status. Strategically recruit, manage and retain FA Wildcats Centres for players 5-11. Support the piloting and development of recreational opportunities for female players age 12- 16 to support the retention of players in the game. Drive participation via the delivery of The FA Just Play programme for female and players with disabilities, by engaging a wide range of stakeholders and targeting a variety of participant groups based upon local demand. Coordinate the delivery of a network of recreational disability football centres for male and female players. Develop initiatives to ensure that female and disability league, club and recreational football is inclusive and meets the needs of the communities of Leicestershire and Rutland. Utilise sources of funding that will be of benefit to volunteers and provide advice and guidance to applicants. Lead the support for school, further education and higher education partners in their delivery of football opportunities. Develop a Youth Steering Group that is representative of local demographics and provides support and insight to the L&RCFA. Coordinate activities and campaigns to support the FA Respect programme. Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time). Contribute to ensuring that safeguarding and equality are embedded throughout the and grassroots football.



- Risk assess all (L&RCFA) events and activity for under-18s and where the (L&RCFA) directly 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 (L&RCFA) youth engagement strategy.
- Execute tasks as required to meet the L&RCFA changing priorities.

Person specification

Qualifications

Essential

- Two years sports development or equality and diversity experience.
- Educated to A Level or equivalent.

Desirable

- A degree level sport qualification.

Skills

Essential

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Excellent IT skills including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills.
- Excellent problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

Desirable

- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Capability to create multiple reports, budgets and plans.

Knowledge and experience

Essential

- Practical experience of sports/football development.
- Knowledge and understanding of the barriers to participation.
- Knowledge of and commitment to equality, diversity and inclusion.

Desirable

- Knowledge of The FA's National Game Strategy.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.
- Knowledge of the FA's Safeguarding Operating Standard.



<ul style="list-style-type: none"> Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. Some knowledge of the female or disability player pathway. 	<ul style="list-style-type: none"> Experience of monitoring and evaluation of programmes.
Enhanced DBS Check required?	Yes
Clean, full driving licence?	Yes

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
FA value	Behaviours
PROGRESSIVE	Embraces new thinking in pursuit of continuous improvement: <ul style="list-style-type: none"> Identifies the need for, and actions change in direction, practice, policy or procedure. Questions the way things are done and takes informed risks. Continuously seeks to improve efficiency and performance.
RESPECTFUL	Sets the standards for respectful behaviour across the game: <ul style="list-style-type: none"> Maintains people's self-esteem when interacting with them. Avoids pre-judgement when listening to suggestions from others. Seizes the opportunity to apply FA standards at all times.
INCLUSIVE	Champions and ensures that football is, and will remain, a game for everyone: <ul style="list-style-type: none"> Openly collaborates with colleagues and partners in the game Provides equal opportunity to people of different backgrounds, experience and perspective Seeks out and embraces new ways of thinking and working.
DETERMINED	Tenacious and accountable. Serving the whole game and doing the right thing: <ul style="list-style-type: none"> Works relentlessly to overcome roadblocks or obstacles to achieve the goal. Remains focused on seeing agreed goals through to completion taking pride in their work. Maintains motivation for their team and themselves.
EXCELLENT	The very best outcome achieved by sustained excellence in performance: <ul style="list-style-type: none"> Seeks to achieve the highest levels of performance at all times. Persistent to achieve a standard that others consider impossible. Challenges others to go further and achieve more.

Job description reviewed and modified by:	Shaun Waite Football Development Lead (Male Pathway)
Date job description reviewed and modified:	16/08/2021
Job description authorised by:	

Signed by job holder (on appointment):	
Date signed:	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.