**Job Description and Person Specification**

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| **Job title** | Recreational & Disability Football Development Officer  |
| **Reports to** | Football Development Manager |

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| **Job purpose(s)** |
| * To support delivery of The FA Grassroots Football Strategy and Northamptonshire Football Association’s Business Strategy.
* To develop and deliver a sustainable plan for growth and quality across all recreational and disability football pathways.
* 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.
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| **Direct reports** | N/A |

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| **Location** | NFA, 9 Duncan Close, Moulton Park, Northampton, NN3 6WL with some flexibility to work from home. |
| **Working hours** | 35 hours per week (including some evenings and weekends) |
| **Contract type** **Salary** | Permanent£27,087 per annum |

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| **Responsibilities** |
| * Drive participation growth via The FA Just Play programme by engaging a wide range of stakeholders and targeting a variety of participant groups based upon local demand.
* Use national and local data, research and customer insight to drive participation in grassroots football.
* Contribute to ensuring that safeguarding and equality are embedded throughout Northamptonshire FA and grassroots football.
* Recruit, retain and develop diverse coaches through The FA qualification framework and local CPD opportunities, with a focus on BAME and female coaches.
* Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within football development programmes.
* Promote and support the disability game to all Clubs in the county with an emphasis on assisting clubs achieve England Accredited status.
* Work with existing disability football providers and potential new providers in establishing an accessible and countywide structure for the game.
* Maintain a good working knowledge of the national disability football landscape and its key partner organisations (eg CP Sport, British Blind Sport etc)
* Risk-assess all Northamptonshire FA events and activity for under-18s and where the Association directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
* 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.
* Listen to and consult with under-18s on their experiences of grassroots football as part of the Association’s youth engagement strategy.
* Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
* 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).
* Develop constructive working relationships with the key stakeholders and maintain regular contact to promote collaboration and sharing of good practice.
* Identify sources of funding that will be of benefit to key stakeholders and provide advice and guidance to applicants.
* Provide football development support and advice to clubs and leagues.
* Facilitate the improved movement of players from youth to adult football.
* Drive implementation of The FA’s growth strategy for women’s and girls’ football locally.
* Provide or facilitate the development of other formats of football that reflect changing participant behaviour and expectations.
* Execute tasks as required to meet the Association’s changing priorities.
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| **Person specification** |
| **Qualifications** |
| **Essential** * Educated to a minimum of Degree Level or equivalent.
 | **Desirable** * A qualification in sports development.
* 2+ years’ experience in sports development
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| **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.
* Budget management skills.
* 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 in order to support the delivery of strategic priorities
* Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players
* Capability to create multiple reports, budgets and plans
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| **Knowledge and experience** |
| **Essential*** Practical experience of sports / football development.
* Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
* Knowledge of The FA coaching qualification framework.
* Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.
 | **Desirable*** Knowledge of The FA’s Grassroots Football Strategy.
* Experience of project management.
* Experience of utilising mapping programmes to support strategic and logistical planning.
* Knowledge and understanding of working with volunteers.
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| **Enhanced DBS Check required?** | YES |
| **Clean, full driving licence?** | YES |

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| **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:*** 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.
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| RESPECTFUL | **Sets the standards for respectful behaviour across the game:*** 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.
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| INCLUSIVE | **Champions and ensures that football is, and will remain, a game for *everyone:**** 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.
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| DETERMINED | **Tenacious and accountable. Serving the whole game and doing the right thing:*** 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.
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| EXCELLENT | **The very best outcome achieved by sustained excellence in performance:*** 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.
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| **Job description reviewed and modified by:** | Christian Smith – Chief Executive Officer |
| **Date job description reviewed and modified:** | 15th December 2021 |
| **Job description authorisedby:** | Jim Wilkinson – NFA Chair |

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| **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.