**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. | |
| **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 |
| **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 |
| **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. |
| **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. |
| 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. |
| 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. |
| 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. |
| 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.