**Role Profile**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title:** | **Football Development Officer (Disability) – Part Time** | | | | |
| **Reports To:** | Head of Participation | | **Jobs Reporting into the Job Holder:** | | N/A |
| 1. **Job Purpose** | | | | | |
| * To support and develop all areas of disability football in accordance with Northumberland FA and Disability Workforce Fund (DWF) plans and to support the achievement of all Northumberland FA targets - National Game Strategy and DWF. * Unite disability football through the strategic coordination of all disability football provision locally, ensuring provision is aligned and positively impacts the priority areas for disability football, thereby sustaining and growing participation levels at a local level. | | | | | |
| 1. **Principal Accountabilities/Responsibilities** | | | | | |
| * Work strategically to align current and future disability football provision, ensuring an integrated approach across the County FA, local Premier League and English Football League Trust Club networks, alongside key partners from across the disability, health, education and community & voluntary sectors * Achievement of the disability player numbers as laid out in the CFA strategy and operational plans * Retain and grow the number of affiliated disability football teams with a particular emphasis on the growth of youth and female teams within Charter Standard Club structures * Strategically coordinate the delivery of a network of registered disability recreational football centres for male and females across all age groups * Embed research, insight and effective measurement into planning, decision making and delivery across disability football to ensure accurate data collection across programmes that address the priority areas for disability football and meet the needs of disabled people * Develop and support leagues and clubs that are safe and inclusive of disabled participants through delivery of a programme of services ensuring modern, fit for purpose league and club structures are in place * Deliver a comprehensive workforce plan that supports disability football across coaches, referees, volunteers and young leaders and is inclusive of disabled people * Raise the profile of good news stories and the range of disability football opportunities across the pathway * Ensure that the CFA effectively implement and maintain the FA’s Minimum Operating Standards for Safeguarding within Football. * An understanding and awareness of generic Equality law and of good practice within sports Equality * Executes additional tasks as required in order to meet CFA’s changing priorities. | | | | | |
| 1. **Knowledge/Experience/Technical Skills/Behaviors** | | | | | |
| **Essential:**   * Interest and passion for disability football * Practical experience of Sports / Football Development * Understanding of disability sport structures and development   pathways at local, regional and national level   * An understanding of the barriers to participation faced by people with a disability * Project management skills and experience – to plan, set and achieve objectives within strict deadlines * Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes and courses * Experience of monitoring and evaluation of programmes and courses * Experience of writing reports and excellent IT skills (Outlook, Word,   Excel, PowerPoint, etc.)   * Demonstrates a working understanding of inclusion, equality and antidiscrimination, safeguarding and best practice * Knowledge of relevant funding agencies * Driving license | | | | **Desirable:-**   * Knowledge of The FA’s National Game Strategy * Knowledge of the structures and organisations within football /   disability football both Nationally and within the County FA locality   * Knowledge of the service providers that support people with a   disability both Nationally and within the Northumberland FA locality   * Sports development / other relevant qualification | |
| **b) Behaviours** | | | | | |
| * Teamwork * Responsible * Professional * Accountability | | | |  | |
| **Further Information**  **Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities? YES**  Where the answer to the above question is **YES** the following wording will be included in any advertisement  “As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Bureau Disclosure, to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope” | | | | | |
| **Completed by Name/Role** | | Ian Skinner – Head of Participation | | | |
| **Signature** | |  | | | |
| **Date** | | 8th July 2019 | | | |

**This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.**