**Role Profile**

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| **Job Title:** | **Youth Council Leader** | | | | |
| **Reports To:** | Head of Participation | | **Jobs Reporting into the Job Holder:** | | Youth Council members |
| **1. Job Purpose** | | | | | |
| * To act as the leader of the Northumberland FA Youth Council for the 2020/21 football season. * To ensure the enjoyment and safety of all young people within football is the top priority. * To facilitate teamwork and collaboration within the Youth Council. * To ensure young people in Newcastle, North Tyneside and Northumberland are represented and considered within Northumberland FA. * To provide insight and ideas generated by the Youth Council for the Northumberland FA staff team, committees, Council, and Board to support and guide decisions regarding young people within football. * To grow & retain Football Participation (participation refers to all involvement with football, playing; coaching; refereeing; and volunteering in any capacity). * To create and inspire Social Action within Youth Football. * To increase inclusivity within football, in partnership with NFA Inclusion Advisory Group. | | | | | |
| **2. Principal Accountabilities/Responsibilities** | | | | | |
| * Support the recruitment of Youth Council members. * Organise and communicate Youth Council meetings and workshops, utilising online tools as required e.g. Microsoft Teams. * Chair Youth Council meetings, with initial support from the Head of Participation. * Use local and national data and research to guide priorities of the Youth Council. * To support the Youth Council set strategies and tactics to achieve their objectives. * To create an annual calendar of youth council activities. * To regularly communicate with the Head of Participation and Northumberland FA staff. * To provide reports of Youth Council activities for Northumberland FA’s Board and Council. * To help develop and deliver current and future Northumberland FA Youth Strategies. * To represent Northumberland FA and the Northumberland FA Youth Council in line with the organisation’s key behaviours. * To ensure all members of the Youth Council are treated equally and included within the Youth Council and its activities and decisions. * To act within Northumberland FA Youth Council Code of Conduct and ensure all members do the same. * To seek opportunities for professional and personal development for yourself and Youth Council members. * To effectively utilise the Youth Council’s budget to help achieve objectives. | | | | | |
| **3. Knowledge/Experience/Technical Skills** | | | | | |
| **Essential:-**   * Knowledge and interest in grassroots football. * Communication and public speaking. * Listening to and supporting others. * Commitment to equality. * Commitment to safeguarding within football. * Knowledge of factors that help young people be actively involved in football. * Knowledge of factors that prevent young people being actively involved in football. * Commitment to continued personal and professional development. * High levels of emotional intelligence. * Ability to work collaboratively and creatively. | | | | **Desirable:-**   * A sport related academic qualification. * FA Coaching/Referee Qualifications. * Actively involved within local football (playing, coaching, refereeing, volunteering). * Knowledge of local football leagues, competitions and activities. * Knowledge of FA Programmes supporting participation across playing, coaching, and refereeing. * Knowledge of FA Campaigns to support wellbeing and inclusivity within football. * Experience of leadership responsibilities for delivering activities or projects. * Experience of sharing and developing ideas into delivered actions/projects. * Fundraising and/or Charitable work. * Experience of being involved in delivering events. * Experience chairing or contributing to group meetings. | |
| **b) Behaviours – as defined in County Football Association Competency Model** | | | | | |
| * Accountable * Professional * Teamwork * Respectful | | | |  | |
| **Further Information** a) 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 Check 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** | | David Jones – Head of Participation | | | |
| **Signature** | | D.Jones | | | |
| **Date** | | 1/9/2020 | | | |

**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.**