**Role Profile**

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| **Job Title:**  | **Senior Football Development Officer (Lead in Women and Girls’ Football)** |
| **Reports To:**  |  **Business Development Manager** | **Jobs Reporting into the Job Holder:** | **3 x Football Development Officers**  |
| **1. Job Purpose** |
| * Lead, support, develop and sustain the delivery of the County Plan in partnership with key stakeholders
* Provide high quality service to our customers
* Liaise with, support and monitor the external football officers
* Deputise for the BDM in their absence.
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| **2. Principal Accountabilities/Responsibilities** |
| * All responsibilities covering the defined local area and local leagues. Lead officer across the County on specific areas of work as determined by the Business Development Manager
* Plan and deliver programmes to deliver the targets to retain and grow participation for male, female and disability players
* Analyse and use national and local data & insight to design and deliver customer focused services
* Design and deliver a programme of services to Clubs and Leagues
* Recruit, retain and develop Club and League volunteers
* Lead and support the review and delivery of competition and league structures with providers to ensure they meet the needs of all players.
* Contribute to raising the profile and the perception of the CFA in leading and developing grass roots football.
* Identify, manage and develop relationships with key partners to meet the objectives and targets of the County FA.
* Ensure that the County FA effectively implements and maintains the FA’s Safeguarding Operating Standard within Football.

**Girls & Womens’ Lead:*** Effectively manage and influence KPI’s in order to improve female provisions in the county
* Attend all local and national meetings for women’s and girl football
* Create and implement new provisions designed at increasing participation
* Effectively manage The rollout of the FA SSE Wildcat programme
* Map and manage all female provisions in the county
* Become the point of contact for women’s’ and girls’ football at local and national levels for the county
* Be responsible for the budgets in this area
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| **3. Knowledge/Experience/Technical Skills/Behaviours** |
| **a) Knowledge/Experience/Technical Skills** |
| **Essential:-*** Practical experience of Sports / Football Development
* Demonstrate a working understanding and application of inclusion, equality and anti - discrimination, safeguarding and best practice
* Ability to work with partner organisations to deliver Football Development objectives
* Developing goal setting/strategic delivery plans
* Monitoring and evaluation
* Ability to use Microsoft Office, Word, Excel, PowerPoint, internet and email
* Project management skills/experience
* Budget management skills/experience
* Experience of Report writing
* Driving licence (CFA to decide if appropriate for role)
 |  **Desirable:-** * Experience of Managing Staff
* Knowledge of the structure and organisations within football both Nationally and within CFA locality
* Knowledge of partner organisations within the CFA locality
* Sports development/other relevant qualification
* Demonstration of equality in action
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| **b) Behaviours – as defined in County Football Association Competency Model** |
| * Problem Solving
* Teamwork
* Communicating
* Delivery
* Customer Excellence
* Developing Self and Others
* Leadership
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| **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  |
| Completed by Name/Role | Leanne Woodhead / BDM |
| Signature | L. Woodhead |
| Date | 17/10/2018 |