**Role Profile**

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| **Job Title:** | **Football Development Officer (Lead in Women & Girls)** | | | | |
| **Reports To:** | **Senior Football Development Officer** | | **Jobs Reporting into the Job Holder:** | | **None** |
| **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 | | | | | |
| **2. Principal Accountabilities/Responsibilities** | | | | | |
| **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 * Assist in the organisation and delivery of the Nottinghamshire FA Inclusion Advisory Group * Assist the Nottinghamshire FA in obtaining the next level of the equality standard   **General:**   * 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. * Support and Deliver the FA Charter Standard programme to clubs in identified areas. * Develop a network of high quality FA CS community clubs in identified areas. * To act at all times in the best interests of children and young people under the age of 18 and in accordance with The FA’s Safeguarding Children Policy * To adhere to the Safeguarding Code of Conduct * To undertake Safeguarding training and CPD as considered appropriate by the CFA * Ensure that the County FA effectively implements and maintains the FA’s Safeguarding Operating Standard within Football. | | | | | |
| **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 * Experience of Report writing * Driving licence (CFA to decide if appropriate for role) | | | | **Desirable:-**   * 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 | |
| **b) Behaviours – as defined in County Football Association Competency Model** | | | | | |
| * Problem Solving * Teamwork * Communicating * Delivery * Customer Excellence * Developing Self and Others * Leadership | | | |  | |
| **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 | | 14/12/2018 | | | |