**Role Profile**

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| **Job Title:**  | **Football Development Manager** |
| **Reports To:**  | **HR Director** | **Jobs Reporting into the Job Holder:** | **Football Development Administrator** |
| **1. Job Purpose** |
| To promote and develop grassroots football across the entire Royal Air Force (RAF). To spearhead delivery of The FA National Game Strategy in partnership with key stakeholders. To guarantee that safeguarding is embedded throughout the RAF FA in accordance with safeguarding legislation, FA safeguarding policy, best practice guidelines and education programmes.  |
| **2. Principal Accountabilities/Responsibilities** |
| **Participation and development*** Deliver and support programmes to retain and grow male and female football participation levels across the RAF.
* Diversify and offer a greater range of opportunities to play football across the RAF.

**Training coaches, medical staff and referees*** Organise compliant training courses to sustain and grow our core volunteer workforce, including liaison with our Regional County Coach Developer and our dedicated FA County Coach Developer.
* Manage the expectations of FA Education and 1st4Sport including hosting internal and external verification visits.
* Manage all required publicity campaigns to ensure maximum attendance on all courses.
* Liaise with relevant FA departments to influence the future of volunteer workforce development

**Core Volunteer Development*** Coach development: identify new talent for progression to the RAF Representative Teams; support progression of coaches through the required training schemes; support any required funding application to the Central fund.
* Medical staff development: identify new talent for progression to the RAF Representative Teams; support progression of medical staff through the required training schemes.
* Referee development: work with the Referees Development Officer to recruit and retain male and female referees.
* Develop the RAF FA Tutor organisation.

**Support the Director of Football Delivery*** Organize and run the core annual Inter-Unit tournaments within the RAF FA schedule.
* Support all RAF units looking to obtain, or retain, FA Charter Standard Adult Club status.

**Designated Safeguarding Officer*** Work within the RAF FA Safeguarding organisation to: manage the RAF FA’s Safeguarding work; support the implementation of the Safeguarding Operating Standard and partner with The FA, statutory agencies and other organisations as directed by the Board of Trustees Safeguarding Champion.

**Board of Director member duties*** Sit on the RAF FA Board of Directors – this role does not come with Director status.
* Support he annual budget cycle with particular reference to income generation and the Development Sports Fund.
* Manage the Football Development element of the Strategy and Business Plan.

**RAF FA HQ duties*** Manage, as line manager, the activities of the Football Development Administrator.
* Act as the local MOSS/Sharepoint Team Site Administrator (training will be given).
* Manage the accuracy of all budgets allocated to you.
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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 applications and undertake the role as the MOSS/Sharepoint Team Site Administrator for the HQ
* Project management skills/experience
* Budget management skills/experience
* Experience of Report writing
* Clean Driving licence
 |  **Desirable:-** * Knowledge of the structure and organisations within football both Nationally and within CFA locality
* Knowledge of partner organisations within the CFA locality
* Knowledge of funding agencies and experience of funding bids
* 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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| Completed by Name/Role | Keith Watt, RAF FA Chief of Staff |
| Signature | *Keith Watt* |
| Date | 22 July 2019 |