**Role Profile**

|  |  |
| --- | --- |
| Job title | RAF Football Association – Grassroots Competitions Delivery Support |
| Reports to:  | Grassroots Competitions Delivery Officer | Jobs Reporting into the Job Holder: | N/A |
| 1. **Job Purpose**
 |
| Support of the delivery of Grassroots Competitions on behalf of and in accordance with the RAF FA Handbook and RAF FA Strategy and Vision, iot meet the (FA endorsed) strategic objectives cited within the 2021-2024 Business Reset Strategy[[1]](#footnote-2). Key to this is the objective to, ‘Re-generate, evolve and expand participation at all levels, providing opportunities for all’. |
| 1. **Principal Accountabilities/Responsibilities**
 |
| You will be responsible for the support to delivery of Grassroots Football Competitions as part of the Delivery Team – the RAF FA Challenge Cup (The Keith Christie Trophy), the RAF FA Plate and the RAF FA Festival of Football (5-a-side). You have the following responsibilities:* Support the Grassroots Football Delivery OIC and Manager with the planning, coordinate and execution of the delivery of grassroots football competitions, taking into consideration deconfliction of representative fixtures
* Attend and contribute to the running of Finals Day and RAF Festival of Football, as directed by the Grassroots Competitions OIC.
* Work collaboratively with stakeholders (RAF FA Grassroots Head of Delivery, Competitions Delivery OIC, RAF FA Hq, OICs, Team Managers and Secretaries & Officials Secretaries), cascade/publicise and communicate key events/dates.
* Provide relevant updates to the RAF FA Secretary for inclusion in the RAF FA Handbook, Competitions Section.
* Provide advice and guidance to stakeholders, in accordance with the RAF FA Handbook, staffing any issues to Competitions Manager.
* Produce and distribute Admin Orders for all competitions as required.
* Produce and submit Public Military Event requests as required.
* Provide updates of results and key information to the RAF HQ for inclusion on social media and the RAF FA Website.
* Create/manage a MS Teams Site for RAF FA Competitions.
* Support the Association strategy by raising the profile and the perception of the RAF FA in leading and developing grassroots football.
 |
| 1. **Knowledge/Experience/Technical Skills/Behaviours**
 |
| 1. *Knowledge/Experience/Technical Skills/Behaviours*
 |
| **Essential:** |  **Desirable:** |
| · Understanding of RAF Football at Grassroots level. · Ability to plan and execute a competition.· Good communications/networking skills.· Demonstrate a working understanding and application of inclusion, equality and anti - discrimination, safeguarding and best practice  | · Knowledge of the structure and organisations within RAF FA· Practical experience of Sports / Football Development  |
| **b) Key skills – as defined in County Football Association Competency Model** |  |
| · Problem Solving · Teamwork · Communicating · Delivery · Customer Excellence · Developing Self and Others · Leadership |  |
| **Further Information** |
| 1. 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? **NO**

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 Signature Date |  |
| Signature |  |
| Date |  |

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.

1. <https://www.thefa.com/-/media/cfa/royalairforcefa/files/stratagies/raf---2021-24-business-reset-strategy_v7.ashx?la=en> [↑](#footnote-ref-2)