

Role Profile

Job Title:	Football Participation Officer		
Reports To:	Head of Strategy & Investment Senior Participation Officer	Jobs Reporting into the Job Holder:	
1. Job Purpose			
<p>To support and develop all areas of disability football in accordance with the County FA Business and Disability Workforce Fund (DWF) plans and to support the achievement of all County FA targets - National Game Strategy and DWF.</p> <p>Unite disability football through the strategic coordination of all disability football provision locally, ensuring provision is aligned and positively impacts the priority areas for disability football, thereby sustaining and growing participation levels at a local level.</p>			
2. Principal Accountabilities/Responsibilities			
<ul style="list-style-type: none"> ▪ Plan and deliver programmes to retain and grow participation for players with a disability aged 5+ within both affiliated and recreational settings ▪ Identify, manage and develop relationships with key partners such as CSP to meet the objectives and targets of the County FA. ▪ Lead and support a disability football forum/steering group to fulfil a strategic role of aligning current and future disability football provision and investment by ensuring an integrated approach from the CFA, Premier League and Football League Clubs together with key partners from across the disability, health, education and community & voluntary sectors ▪ Analyse and make use of national and local data & insight to design and deliver customer focused services that address priority areas for disability football. Establish and lead key focus groups ▪ Support the development of the Staffordshire Ability Counts Programme and club services ▪ Ensure the workforce is adequate to develop disability football and is supported and developed across coaches, referees, volunteers and young leaders ▪ Lead and deliver the disability talent development programme within the County ▪ Design and deliver a programme of services to Clubs and Leagues, supporting the recruitment and development of volunteers including Charter Standard ▪ Ensure the FA Respect programme is embedded within disability game ▪ Support the delivery of targeted campaigns, the work of grassroots clubs and the County FA ▪ To act in the best interests of children and young people under the age of 18 and in accordance with The FA's Safeguarding Children Policy at all times. ▪ To adhere to all safeguarding policies, procedures and legislation. To sign the Staffordshire FA safeguarding code of conduct, undertake relevant training as required and to maintain a valid CRC check at all times. ▪ Contribute to raising the profile and the perception of the CFA in leading and developing grass roots football ▪ Deal with telephone, email and helpdesk enquiries; providing excellent customer service to internal and external customers ▪ Raise the profile of good news stories and the range of disability football opportunities across the pathway ▪ Support any other areas of the Association as required by the Board/Senior Management Team 			
3. Knowledge/Experience/Technical Skills			
Essential:-		Desirable:-	
<ul style="list-style-type: none"> ▪ Interest and passion for disability football 		<ul style="list-style-type: none"> ▪ Knowledge of The FA's National Game Strategy 	

<ul style="list-style-type: none"> ▪ Practical experience of Sports / Football Development ▪ Understanding of disability sport structures and development pathways at local, regional and national level ▪ An understanding of the barriers to participation faced by people with a disability ▪ Project management skills and experience – to plan, set and achieve objectives within strict deadlines ▪ Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes and courses ▪ Experience of monitoring and evaluation of programmes and courses ▪ Experience of writing reports and excellent IT skills (Outlook, Word, Excel, PowerPoint, etc.) ▪ Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice ▪ Knowledge of relevant funding agencies ▪ Budget management skills/experience ▪ Driving licence (to be decided by each CFA) 	<ul style="list-style-type: none"> ▪ Knowledge of the structures and organisations within football / disability football both Nationally and within the County FA locality ▪ Knowledge of the service providers that support people with a disability both Nationally and within the County FA locality ▪ Sports development / other relevant qualification ▪ Experience of managing and working with budgets
b) Behaviours – as defined in County Football Association Competency Model	
<ul style="list-style-type: none"> ▪ Insightful ▪ Innovative ▪ Inclusive ▪ Influential ▪ Inspirational 	
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 /NO (delete as applicable)	
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	

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.