**Role Profile**

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| **Job Title:**  | **Football Development Assistant**  |
| **Reports To:**  |  **Senior Football Development Officer** | **Jobs Reporting into the Job Holder:** | **None** |
| **1. Job Purpose** |
| * To support delivery of the Surrey FA Strategy 18-21
* To provide a high quality customer service to a range of football stakeholders
* To provide administrative and event support to Football Development department
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| **2. Principal Accountabilities/Responsibilities** |
| * Support the Football Development Team to plan and deliver programmes to deliver targets to retain and grow participation for male, female and disability players.
* To undertake relevant administrative tasks which will support the delivery of grassroots football across the county and to support at events where necessary.
* Analyse and use national and local data & insight to help support delivery of projects for the Football Development team.
* To provide support to clubs and league volunteers with a programme of services such as CRC verification and support around the Charter Standard programme.
* Support the Education Officer to create and deliver a comprehensive education and development programme for football coaches and referees.
* Contribute to raising the profile and the perception of the CFA in leading and developing grassroots football.
* Identify and develop relationships with key partners to meet the objectives and targets of the County FA.
* Ensure that all Surrey County FA Football and Futsal activities comply with GDPR regulation and The FA safeguarding standards and procedures.
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| **3. Knowledge/Experience/Technical Skills/Behaviours** |
| **a) Knowledge/Experience/Technical Skills** |
| **Essential:-*** Strong organisation and administrative skills
* An understanding of evidence based monitoring and evaluation processes
* Ability to use Microsoft Office packages
* Experience of report writing
* Ability to work and communicate with partners and member organisations to help support Football Development initiatives
* Demonstrate a working understanding and application of inclusion, equality and anti - discrimination, safeguarding and best practice
* Understanding and interest in sport / football
 |  **Desirable:-** * Knowledge of the structure and organisations within football both Nationally and within CFA locality
* Practical experience of Sports / Football Development
* Project management skills
* Budget management skills
* Driving licence
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| **b) Behaviours – as defined in County Football Association Competency Model** |
| * Teamwork
* Communicating
* Delivery
* Customer Excellence
 | * Developing Self and Others
* Problem Solving
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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.