

Job Title : Football Development Officer (Girls' and Women)	Reports: To Senior Football Development Officer. Quarterly performance reports/review.
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Job Purpose: To support and develop all areas of girls' and women's football in accordance with the County FA Development Plan.

Jobs Reporting Into The Job Holder: Community Sports Coaches (Girls' and Women)
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Key Skills and Experience Required: Essential <ul style="list-style-type: none">▪ Graduate or graduate calibre▪ Knowledge and experience of current strategies, national initiatives and issues in relation to sports and football development▪ Understanding of girls' football structures and development pathways at local, regional and national level▪ An understanding of the barriers to participation faced by females and knowledge of sports equity issues▪ Ability to work strategically with partner organisations to produce development plans and deliver programmes▪ Ability to work as part of a team and also to demonstrate the use of individual initiative▪ Project management skills – to plan, set and achieve objectives within strict deadlines• Experience of writing reports and excellent IT skills• Excellent communication and presentation skills	Key Skills And Experience Required: Desirable <ul style="list-style-type: none">▪ Knowledge of The FA's National Game Strategy▪ Experience of managing and working with budgets▪ Knowledge of Long Term Player Development for female players▪ Knowledge of relevant funding agencies
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Key Responsibilities

- Write and implement the girls' and women's section of the County Development Plan, manage the budgets and access any funding opportunities to support further development within the game

Growth and Retention

- Develop programmes to sustain and increase participation in 11 v 11, 9 v 9, mini soccer, 5s and Futsal
- Develop programmes to sustain and increase participation for players with disabilities and players from minority ethnic communities
- Support the retention of players aged 14-19 by providing more flexible formats of football (e.g. eight week leagues, mini leagues, summer football, pay and play)
- Support and build links between schools, colleges, universities and FA Charter Standard Clubs (especially the school-club link programme)
- Provide a clubs services programme offering a range of training and support services
- Provide a high quality introduction to football within schools, working with all School Sports Partnerships to deliver coaching, out of school hours programmes, volunteering and young leadership programmes, and supporting the implementation of the competitions framework
- Support the ESFA, BCS and BUSA to run high quality flexible competitions

Raise standards and improve behaviour

- Support and encourage female clubs to sign up to the FA Charter Standard Programme
- Support the implementation of behaviour initiatives

Better players

- Actively support the development of the Centre of Excellence programme by having a designated weekly role, e.g. administrator, coach, physio, etc.
- Work with the FA to monitor the Centre in accordance with FA rules and regulations.
- Support and comment on the business plans before they are sent to the FA

Major Objectives

- Support and increase the number of female teams
- Support and increase the number of female coaches, tutors, young leaders, volunteers and referees
- Support and develop opportunities for under represented groups, e.g. players with disabilities and players from minority ethnic communities
- Ensure all players are given the best chance of competing at their optimal level, particularly supporting the County Centre of Excellence

Running the game effectively

- Implement monitoring and evaluation of all programmes
- Support the running of the Joint Liaison Committees between County, Regional and Combinations Leagues

Workforce

- Ensure that female coaches are developed, all coaching courses are promoted and that a coach database is kept updated
- Facilitate the co-ordination of the County FA female coach mentoring scheme
- Support the development of female tutors within the County
- Identify, recruit, employ and line manage coaches to deliver activities and ensure the professional development of these coaches

- Support volunteers in the game and ensure the Step into Sport Programme is offered to female young leaders
- Support the co-ordination of the female referees mentoring scheme

Facilities

- Support clubs and Centres of Excellence to access appropriate quality facilities
- Support clubs to access small grants from the Football Foundation and other sources
- Support applicants to develop football development plans for GAP and CEP bids to the Football Foundation

Marketing, PR and Communications

- Support the delivery of targeted campaigns e.g. girls united
- Positively raise the profile of girls' and women's football, including promotion of all opportunities on the County Website, press releases, e-newsletters, etc

Behaviours needed: Essential

- Teamwork – Facilitates ways for the team to work together
- Communications – Uses different influencing and communicating strategies
- Leadership – Provides clear direction and decision making on business issues
- Delivery – Strives to improve work performance
- Customer Excellence – Responds to customers' demands
- Developing Self and Others – Provides practical support
- Fairness and Inclusion

Further Information

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

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 Bureau Disclosure, to ensure their suitability for the role. Any candidates invited to interview will be sent an CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope”

Additional Comments:

Date

Line Manager Signature and date