



THE FOOTBALL ASSOCIATION - ROLE PROFILE

Job Title:	Content and Media Manager	Reports To:	Senior FA Learning and Tutor Training Manager	Grade:	B
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Job Purpose:

- Provide FA Learning with the ability to maximise its vast array of intellectual property.
- The resources associated with coaching, medical exercise, refereeing, sports science, psychology and child protection are comprehensive and organised in such a way that accessing information is difficult, time consuming and limits its use and effectiveness.
- Establish one central person who develops one consistent, well organised web based (ICE) system so that we can start to audit, collate and organise our existing educational content.
- Utilise information from all the disciplines
- Improve current solutions so that FA Learning can maximise its intellectual property in both a commercial and non-commercial sense

Key Accountabilities:

- Co-ordination of all FA Learning Intellectual Property
- Sort, structure and maintain 'resource library'
- Liaison with authors across all FA divisions
- Proof reading
- New content related business opportunities
- Upholding and enforcing of the FAL brand and style of delivery
- Liaison with authors across all FA divisions
- Project Management
- Research, sourcing, initiation, generation of required appropriate content for FAL projects
- Project Management of the Referee's Magazine
- Key Liaison for management of FACA
- Print Materials / Resources Contact
- Content and Technical Support for Insight Live

Enhanced CRB Check Required:	YES
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Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> • Head of FA Learning • Grassroots Coaching Manager • Coaching Workforce Manager • Education workforce manager • CFA Workforce Manager • FAL Marketing Manager • Coach Education Manager • Regional Development teams • County FA 's • National Game division 	<ul style="list-style-type: none"> • Regional Skills Academies • Sports Coach UK • 1st 4Sport Qualifications

WHAT IS NEEDED TO CARRY OUT THE ROLE?

Person Specification (Key Skills And Experience Required): Essential	Person Specification (Key Skills And Experience Required): Desirable
<ul style="list-style-type: none"> ▪ Ability to work independently ▪ Good time management and organisation skills, ability to set and meet deadlines ▪ Creative, plenty of ideas ▪ Graduate ▪ Calm under pressure ▪ Good communication skills ▪ Attention to detail ▪ High standard of written English <p>Please note that this role requires the successful candidate to undergo an</p>	<ul style="list-style-type: none"> ▪ Flexible approach to working hours ▪ Establishes good relationships with people



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enhanced Criminal Records Bureau check. (delete as necessary)	
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Behaviours level required:	Level required:
<ul style="list-style-type: none">• Delivery• Teamwork• Customer Excellence• Communicating• Developing Self and Others• Leadership• Problem Solving	<ul style="list-style-type: none">• 2• 2• 2• 2• 1• 1• 1

Author:	Signed by Job Holder:
Date:	Date:

If you wish to apply for this position please submit your CV, covering letter and details of your current salary to jobs@thefa.com. Please clearly indicated in the 'subject' field the role you are applying for.