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|--|--|--|--|--|--|
| <b>Job Title:</b>  | <b>Project Officer of the BBFA Youth Council</b> |  |  |  |  |
| <b>Job Purpose:</b>  |  |  |  |  |  |
| <ul style="list-style-type: none"> <li>• To help create a range of resources to support the empowerment of young people involved in grassroots football as both players and volunteers</li> <li>• To contribute to the planning and delivery of a range of BBFA projects for Young People</li> <li>• To work as a team member to consult with young people to build a greater understanding of young peoples' needs and points of view</li> <li>• To proactively promote the work of The FA Youth Council &amp; wider FA work with Young People</li> <li>• To undertake other specific Young People related projects as agreed by the Youth Council members</li> <li>• To be aware of all Youth Council updates and provide updates at meetings</li> </ul> |  |  |  |  |  |
| <b>Key Accountabilities:</b>   |  |  |  |  |  |
| <ul style="list-style-type: none"> <li>• Support BBFA Youth Council to deliver annual delivery and development plan</li> <li>• To support the design and delivery of key high-profile events and projects</li> <li>• To co-ordinate allocated projects with other council members.</li> <li>• Tasks delivered on time producing work of a very high standard</li> <li>• Contribution into team planning including attendance at events and team meetings</li> <li>• Establish good rapport with all stakeholders, in particular other Youth Council colleagues, FA Youth Council, County FA and relevant key external partners i.e. Charter Standard Clubs</li> <li>• To undertake any other Youth Council duties as may be reasonably required</li> </ul> |  |  |  |  |  |
| <b>Enhanced CRB Check Required if over 18:</b>   | Yes  |  |  |  |  |

**WHAT IS NEEDED TO CARRY OUT THE ROLE?**



*#TogetherWeAreFootball*



| Person Specification (Key Skills And Experience Required): Essential  | Person Specification (Key Skills And Experience Required): Desirable   |
|---|--|
| <ul style="list-style-type: none"> <li>• Passionate about football</li> <li>• Reliable</li> <li>• Enthusiastic, confident and helpful nature</li> <li>• Willing to learn and committed to their own personal development</li> <li>• Good written and verbal communication</li> <li>• Organised and able to forward plan</li> <li>• Ability to take on responsibility effectively</li> <li>• Ability to work well as part of a team, and the confidence to contribute to team</li> </ul> | <ul style="list-style-type: none"> <li>• Event organising experience</li> <li>• Ability to review, evaluate</li> </ul> |

| Behaviours required:  | : |
|---|---|
| <ul style="list-style-type: none"> <li>• <b>Proactive</b> – Embraces new thinking in pursuit of continuous improvement.</li> <li>• <b>Respectful</b>- Sets the standards for respectful behaviour across the game</li> <li>• <b>Inclusive</b> – Champions and ensures that football is, and will remain, a game for everyone</li> <li>• <b>Trusted</b>– Tenacious and accountable. Serving the whole game and doing the right thing</li> <li>• <b>Inspirational</b> –The very best outcome achieved by sustained excellence in performance</li> </ul> |   |