



Connecting People. Changing Lives.

## Job Description and Person Specification

<b>Job title</b>	Football Development Officer
<b>Reports to</b>	Football Facility & Participation Manager

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"><li>To support delivery of The FA National Game Strategy and the Berks &amp; Bucks FA Business Strategy.</li><li>Responsible for developing and monitoring inclusive, accessible and sustainable leagues and clubs</li><li>Lead, plan and deliver Disability football strategy within the County Operational Plan</li><li>To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.</li></ul>	
<b>Direct reports</b>	None

<b>Location</b>	This role will be based out of the Berks & Bucks FA offices in Abingdon, however there will be opportunities for remote working as appropriate.
<b>Working hours</b>	This is a full-time role equating to 35 hours per week. There is a requirement to work evenings and weekends, in line with the demands of the role
<b>Contract type</b>	Fixed Term Contract, expiring June 2024 (likely to be extended)

<b>Responsibilities</b>	
<ul style="list-style-type: none"><li>Utilise data and insight to support the retention and growth of male affiliated football</li><li>Provide Football Development support and direction to Clubs &amp; Leagues</li><li>Support the review and development of competition and league structures to ensure they meet the needs of all players, including the local offer for veterans football</li><li>Strategically lead the growth of England Football Accredited clubs &amp; Leagues</li><li>Identify bespoke support for clubs within the National League System</li><li>Retain and grow the number of affiliated disability football teams with an emphasis on ensuring there are suitable disability provisions within each geographical area</li><li>Continue to develop and support the local competition structure across pan disability football, and develop opportunities to support those suffering with mental health challenges.</li><li>Raise the profile of disability football across the area and communicate the range of opportunities available</li><li>Lead and deliver against the disability talent development programme</li><li>Risk-assess all Berks &amp; Bucks FA events and activity for under-18s and where the Berks &amp; Bucks FA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.</li><li>Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.</li><li>Provide the highest level of customer excellence to support volunteers and clubs</li><li>Provide football opportunities to all communities within the Berks &amp; Bucks FA in all areas of the game.</li><li>Contribute to ensuring that safeguarding and equality are embedded throughout the Berks &amp; Bucks FA and grassroots football.</li></ul>	

- Execute tasks as required to meet the Berks & Bucks FA changing priorities

<b>Person specification</b>	
<b>Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Educated to A Level (or equivalent relevant experience)</li> </ul>	<ul style="list-style-type: none"> <li>• Sport Development Qualification</li> </ul>
<b>Skills</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.</li> <li>• Ability to work independently and as part of a team</li> <li>• Excellent time management and prioritisation skills.</li> <li>• Excellent creative problem-solving and decision-making skills.</li> <li>• Outstanding communication and presentation skills.</li> <li>• Exceptional customer service.</li> <li>• Budget management skills</li> <li>• Excellent IT skills, including the use of Microsoft Office applications.</li> <li>• Ability to use data to monitor and evaluate programmes.</li> <li>• Influencing skills to champion change.</li> </ul>	<ul style="list-style-type: none"> <li>• Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.</li> <li>• Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.</li> </ul>
<b>Knowledge and experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Practical experience in sports / football development</li> <li>• Project management skills and experience – to plan, set and achieve objectives to deadlines.</li> <li>• Knowledge and understanding of the barriers to participation faced by individuals with disabilities.</li> <li>• Knowledge of The FA's Strategy</li> <li>• Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of utilising mapping programmes to support strategic and logistical planning.</li> <li>• Knowledge and understanding of working with volunteers.</li> <li>• Knowledge of the structure and partner organisations within football both nationally and within the County FA locality.</li> </ul>
<b>Enhanced DBS Check required?</b>	Yes
<b>Clean, full driving licence?</b>	Yes

**The job holder will be expected to understand and work in accordance with the values and behaviours described below**

<b>BBFA value</b>	<b>Behaviours</b>
PROACTIVE	<p><b>Embraces new thinking in pursuit of continuous improvement:</b></p> <ul style="list-style-type: none"> <li>• Identifies the need for, and actions change in direction, practice, policy or procedure.</li> <li>• Questions the way things are done and takes informed risks.</li> <li>• Continuously seeks to improve efficiency and performance.</li> </ul>
RESPECTFUL	<p><b>Sets the standards for respectful behaviour across the game:</b></p> <ul style="list-style-type: none"> <li>• Maintains people's self-esteem when interacting with them.</li> <li>• Avoids pre-judgement when listening to suggestions from others.</li> <li>• Seizes the opportunity to apply FA standards at all times.</li> </ul>
INCLUSIVE	<p><b>Champions and ensures that football is, and will remain, a game for everyone:</b></p> <ul style="list-style-type: none"> <li>• Openly collaborates with colleagues and partners in the game</li> <li>• Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>• Seeks out and embraces new ways of thinking and working.</li> </ul>
TRUSTED	<p><b>Tenacious and accountable. Serving the whole game and doing the right thing:</b></p> <ul style="list-style-type: none"> <li>• Works relentlessly to overcome roadblocks or obstacles to achieve the goal</li> <li>• Remains focused on seeing agreed goals through to completion taking pride in their work</li> <li>• Maintains motivation for their team and themselves</li> </ul>
INSPIRED	<p><b>The very best outcome achieved by sustained excellence in performance:</b></p> <ul style="list-style-type: none"> <li>• Seeks to achieve the highest levels of performance at all times.</li> <li>• Can be persistent to achieve a standard that others consider impossible.</li> <li>• Challenges others to go further and achieve more.</li> </ul>

<b>Job description reviewed and modified by:</b>	Head of Delivery, Jon Wood
<b>Date job description reviewed and modified:</b>	1 <sup>st</sup> August 2022
<b>Job description authorised by:</b>	

<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.