



BERKS & BUCKS FA JOB DESCRIPTION – Respect Project Officer (14 hours per week)

Job Title: Respect Project Officer	Reports To: Football Services Manager
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Job Purpose:

- 1. To support the Respect Strategy & “We Only Do Positive Campaign” focusing on behaviour within the game.**
- 2. Develop a Pro-active approach to interventions encouraging positive behaviour across our clubs and leagues.**
- 3. Be pro-active and communicate effectively with our customers.**
- 4. Act in the best interest of children, young people and vulnerable adults and be guided by the principle that their welfare is paramount in all decision and actions taken**
- 5. To support the delivery of the Berks & Bucks FA County Plan in partnership with key partners.**

Key Responsibilities:

- To ensure regular communication of Respect messaging goes to players, Clubs, Leagues, parents and volunteers via News articles, Social media, meetings and forums.
- Develop resources to complement the “We only do positive” campaign messaging giving a County Perspective appropriate to the audience.
- Develop & implement a County Respect Action Plan to lead the work and vision for behaviour change for the next 3 years.
- Work with the staff, Council & Board at Berks & Bucks FA to ensure a cross-collaborative approach to Respect.
- To monitor the impact of Sin-bins locally, sharing trends and good news stories, providing interventions where necessary.
- To positively contribute to the Berks & Bucks Football Services Team, ensuring high standards are maintained in all aspects of work and actively demonstrate Berks & Bucks FA brand values.
- Ensure all work, programmes and interventions consider the needs and are inclusive to all communities, young people and vulnerable adults.
- Work with the Safeguarding Manager, Investigations Officer and Football services Manager to pro-actively identify poor behaviour in football and to provide positive interventions to support the disciplinary and investigations process.
- Positively raise the profile of Berks & Bucks FA and our purpose of “Changing Lives, Connecting People”
- Attending meetings and providing appropriate meeting notes or minutes as and when required
- Any other appropriate duties as advised by the CEO and/or Football Services Manager.

WHAT IS NEEDED TO CARRY OUT THE ROLE?



<p>Personal Specification (Key Skills and experience required) Essential:</p> <ul style="list-style-type: none"> • Excellent Customer Service Skills • Strong IT Skills, including good knowledge of Microsoft Suite • Ability to use data and insight to inform decisions. • Innovative and creative approach to solve problems • Ability to communicate in a range of formats • Ability to demonstrate individual initiative and work effectively as a part of a team • Interest and passion for developing grassroots football and improving behaviour across the game. • Willingness to work unsocial hours, including evenings, weekends (as and when required) • Ability to form good working relationships with internal and external customers • Commitment to equal opportunities in employment / service provision 	<p>Personal Specification (Key Skills and experience required) Desirable:</p> <ul style="list-style-type: none"> • An understanding of the National Game Strategy • Knowledge of the “We only Do Positive” campaign. • Experience using Freshdesk • A full driving licence
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Behaviours – as defined by the County Football Association Behaviour Model

<p>Essential</p> <p>Team Working Delivery Communication Problem Solving Customer Excellence Developing Self & Others</p> <p>Innovation, Transparency & Inspiration</p>	
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Further information:

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 individual will undergo a thorough screening process, which will include a Criminal Records Check, to ensure their suitability for the role.



To apply please: -

Send your CV and Covering Letter demonstrating how you meet the key skills and experience required for this role. Please also return the Equality Monitoring Form with your application.

Please return to Alastair Kay, Football Services Manager, Berks & Bucks FA, 1st Floor, Stratton Court, Abingdon, Oxon, OX14 1SG or e-mail Alastair.Kay@Berks-BucksFA.com marking all correspondence 'Private & Confidential'.

The closing date for applications is: 9:00 am on Monday 2nd September 2019. Interviews will be held week commencing 23rd September should you be successful in being shortlisted. Due to the large number of applications we receive only those shortlisted for interview will be contacted.

Berks & Bucks FA is committed to equality of opportunity and welcome applications from all sections of the community.