



**FOR ALL**



## Job Description and Person Specification

<b>Job title</b>	Women's Football Recreational Officer
<b>Reports to</b>	MK Dons SET - Football Development Manager

<b>Job purpose(s)</b>	
To lead on the UEFA Euro 2022 adult women's recreation legacy project plans in the Milton Keynes Host City	
<b>Direct reports</b>	

<b>Location</b>	MK Dons SET Offices at Stadium MK or Fairfields, additional travel will be expected in and around Milton Keynes. The role will require the occasional overnight stay for events and conferences, or away fixtures and activities.
<b>Working hours</b>	The role will be 37 hours a week, working flexibly. The role will involve daytime, evening and weekend work as required.
<b>Contract type</b>	The post is fixed term for 1 year with the potential for extension if additional funding is secured.

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>Understand what the current adult women's football landscape looks like in the area to help identify potential opportunities.</li> <li>Pilot sustainable programmes to support and grow adult women's recreational football, including Walking Football, Small Sided Football and Soccercise.</li> <li>Reference the FA Good Practice Guide on Adult Women's Recreational Football to provide ideas to shape local offers.</li> <li>Ensure that the projects and the volunteers recruited are inclusive, diverse and reflective of local communities.</li> <li>Undertake a discreet pilot focussing on engaging 'side-line mums and carers' in recreational football</li> <li>Brand all delivery programmes as The FA Snickers Just Play Centres to help with sign-posting.</li> <li>Promote the new FA Playmaker supported by BT course to encourage volunteers from all backgrounds into this programme.</li> <li>Encourage volunteers to undertake the new FA Introduction to Disability Football online course.</li> <li>Work closely with the County FA Women's Football Development Officer, Club Community Scheme Women's Football lead and College Women's Football Apprentice (where applicable) to ensure local synergy and strategic alignment.</li> <li>Promote activities by utilising the resources of Sport England's This Girl Can campaign.</li> <li>Utilise key national partners to support the plans, including Amnesty International UK, AOC Sport, BUCS, Cerebral Palsy Sport and The Wheelchair Football Association.</li> <li>Provide The FA with quarterly monitoring and evaluation reports.</li> <li>Provide regular updates to the Women's Euro 2022 Host City Legacy Group on progress against plans for adult recreational football activities.</li> </ul>	



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<b>Person specification</b>	
<b>Qualifications</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• A degree level qualification or equivalent experience.</li> <li>• A least two years community development</li> </ul>
<b>Knowledge and experience</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Passionate about working in women's and girls' football.</li> <li>• Two years' sports development experience</li> <li>• Knowledge around community engagement and development with adults and children</li> <li>• Knowledge of FA Women's Football Strategy 2020-24.</li> <li>• Knowledge and understanding of the barriers to participation faced by females.</li> <li>• Knowledge of The FA's strategy for women's and girls' football.</li> <li>• Knowledge and understanding of the infrastructure and networks that exist that can support the development of women's and girls' football.</li> <li>• Knowledge of the structure and partner organisations within football both nationally and within the locality.</li> <li>• Practical experience of sports / football development.</li> <li>• Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</li> </ul> <p>Knowledge of The FA coaching qualification framework.</p>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of project management.</li> <li>• Experience of utilising mapping programmes to support strategic and logistical planning.</li> <li>• Knowledge and understanding of working with volunteers.</li> </ul>
<b>Skills</b>	
<p><b>Essential</b></p> <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 encourage, engage and inspire participation with active and inactive communities</li> <li>• Project management skills and experience – to plan, set and achieve objectives to deadlines.</li> </ul>	<p><b>Desirable</b></p> <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>



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<ul style="list-style-type: none"> <li>• Excellent IT skills, including the use of Microsoft Office applications.</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>• Report-writing skills.</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>• Capability to create multiple reports, budgets and plans.</li> </ul>
<b>Enhanced DBS Check required?</b>	YES
<b>Clean, full driving licence?</b>	YES

<b>The job holder will be expected to understand and work in accordance with the values and behaviours described below</b>	
<b>FA value</b>	<b>Behaviours</b>
PROGRESSIVE	<b>Embraces new thinking in pursuit of continuous improvement:</b> <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	<b>Sets the standards for respectful behaviour across the game:</b> <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	<b>Champions and ensures that football is, and will remain, a game for everyone:</b> <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>
DETERMINED	<b>Tenacious and accountable. Serving the whole game and doing the right thing:</b> <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>
EXCELLENT	<b>The very best outcome achieved by sustained excellence in performance:</b> <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> </ul>



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	<ul style="list-style-type: none"> <li>Challenges others to go further and achieve more.</li> </ul>
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<b>Job description reviewed and modified by:</b>	Maralyn Smith CEO MK Dons SET
<b>Date job description reviewed and modified:</b>	23 <sup>rd</sup> October 2020
<b>Job description authorised by:</b>	MK Legacy Group Maralyn Smith

<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.