**Job Description and Person Specification**

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| **Job title** | Football Development Officer (Women & Girls) |
| **Reports to** | Football Development Manager |

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| **Job purpose(s)** |
| * To support delivery of The FA Grassroots Football Strategy and the Birmingham County FA Business Strategy. * To drive implementation of The FA’s growth strategy for women’s and girls’ football locally. * To contribute to the effective implementation of The FA’s Safeguarding Operating Standard for County FAs. * To support the adoption of FA technology systems across grassroots football. * To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time. |

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| **Location** | Birmingham County Football Association, Ray Hall Lane, Great Barr, Birmingham, B43 6JF – with flexibility for remote working considered e.g. two days office based. |
| **Working hours** | 35 Hours a week including some evenings and weekends |
| **Contract type** | Fixed Term contract until June 2024 |

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| **Responsibilities** |
| * Work collaboratively through local strategic networks within the community to support the growth and retention of women and girl players through key FA programmes and across all formats of the game. * To create, deliver and support a focussed and exciting annual operation plan which drives growth and retention across the female game. * Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time). * Provide specific football development support and advice to clubs and leagues. * Develop programmes to support and grow female football provision, with a focus on getting girls playing earlier in mini-soccer. * Utilise online mapping tools to strategically develop the woman and girls game across the County FA, identifying gaps in provision and opportunities for club and league development with positive interventions. * Retain and grow the number of affiliated female football teams within FA-accredited clubs (England Football Accreditation) with a focus on developing complete female player pathways. * Deliver a programme of services to club and league volunteers, with an emphasis on gaining more FA-accredited clubs and leagues (England Football Accreditation). * Ensure that female football is inclusive, diverse and reflective of local communities. * Consult with the Birmingham County FA Inclusion Advisory Board (IAG) on key priorities and developments, including use of the Women's Football Development Fund for Inclusion. * Ensure that the development of the female game is embedded across the Birmingham County FA and work with local strategic networks within education and the community to support the growth and retention of players, driven through key FA programmes and interventions. * Strategically recruit, manage and retain Wildcats Centres/Just Play Centres and co-ordinate the workforce to support the retention of these centres. * Support the planning implementation/piloting of new FA initiatives. * Support the network of Girls’ Football School Partnerships and a high-quality introduction to football for girls within primary schools. * Support clubs and leagues to grow and retain female teams, creating a female-friendly environment and an appropriate competition offer. * Work with current grassroots Female Leagues to create an offer to retain Females once they exit the 11v11 Adult Female game. * Create, maintain and communicate an inclusive player pathway for females through education, recreation, competition and talent to support growth and retention. * Provide or facilitate the development and delivery of new and other formats of football, that reflect changing participant behaviour and expectations. * Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within female football development programmes. * Risk-assess all Birmingham County FA events and activity for under-18s and where the Birmingham County FA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place. * 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. * Listen to and consult with under-18s on their experiences of grassroots football as part of the Birmingham County FA youth engagement strategy and utilise the feedback to enhance the experience and fun and safety in grassroots football. * Support Regional Talent Clubs and Advanced Coaching Centres with business planning and ongoing development. * Support the promotion, growth, retention and transition of female coaches on to and through The FA coaching qualifications and work in partnership with the Referee Development Officer to promote and identify female referee recruitment and retention initiatives. * Raise the profile of female football within the Birmingham County FA and communicate the range of female football opportunities across the pathway. * Contribute to ensuring that safeguarding and equality are embedded throughout the Birmingham County FA and grassroots football. * Execute tasks as required to meet the Birmingham County FA changing priorities. |

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| **Person specification** | | |
| **Qualifications** | | |
| **Essential**   * A degree level qualification or equivalent experience. | **Desirable**   * Two years’ sports development experience | |
| **Skills** | | |
| **Essential**   * Ability to work strategically with partner. organisations across different sectors to plan and deliver football programmes. * Project management skills and experience – to plan, set and achieve objectives to deadlines. * Excellent IT skills, including the use of Microsoft Office applications. * Ability to work independently and as part of a team * Excellent time management and prioritisation skills. * Excellent creative problem-solving and decision- making skills. * Outstanding communication and presentation skills. * Exceptional customer service. * Budget management skills * Report-writing skills. * Ability to use data to monitor and evaluate programmes. * Influencing skills to champion change. | **Desirable**   * Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities. * Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players. * Capability to create multiple reports, budgets and plans. | |
| **Knowledge and experience** | | |
| **Essential**   * Passionate about working in women’s and girls’ football. * Knowledge and understanding of the barriers to participation faced by females. * Knowledge of The FA’s growth strategy for women’s and girls’ football. * Knowledge and understanding of the infrastructure and networks that exist within education, recreation, competition and talent that can support the development of women’s and girls’ football. * Knowledge of the structure and partner organisations within football both nationally and within the County FA locality. * Practical experience of sports / football development. * Demonstrate a working knowledge of inclusion, equality, anti–discrimination and safeguarding. * Knowledge of The FA coaching qualification framework. | **Desirable**   * Knowledge of The FA’s Grassroots Football Strategy. * Experience of project management. * Experience of utilising mapping programmes to support strategic and logistical planning. * Knowledge and understanding of working with volunteers. |
| **Enhanced DBS Check required?** | YES | |
| **Clean, full driving licence?** | YES | |

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| **Job description reviewed and modified by:** | Luke Bowles |
| **Date job description reviewed and modified:** | 25th May |
| **Job description authorisedby:** | Amy Sproson/Kevin Shoemake |

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| **Signed by job holder (on appointment):** |  |
| **Date signed:** |  |

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

**Further Information and Application Process:**

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

**How to Apply:**

Please submit your CV and a one-page covering letter outlining your suitability for the role via email to: Amy Sproson, Football Development Manager: amy.sproson@birminghamfa.com – please add ‘Confidential FDO Application’ in the subject line and indicate which FDO role you wish to apply for – either W&G or Adult Male. If you are interested in both positions, then please state FDO ‘Both’.

The closing date for applications is 12 noon on 14th June 2021. Interviews will be held remotely online on either Tuesday 22nd or Wednesday 23rd June 2021.

Due to the large number of applications we are expecting to receive, if you have not heard back from BCFA by Friday 18th June then please take it that your application has been unsuccessful.

Birmingham County FA is committed to equality of opportunity and welcomes applications from all sections of the community