



**ENGLAND
FOOTBALL**

Job Description and Person Specification

Job title	Football Development Assistant
Reports to	Football Development Manager

Job purpose(s)	
<ul style="list-style-type: none">To support delivery of The FA Grassroots Football Strategy and the Cambridgeshire Football Association Business Strategy.To assist in the efficient running of the Football Development department.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.	
Direct reports	N/A

Location	Cambridgeshire FA HQ, Bridge Road, Impington, CB24 9PH/Hybrid working
Working hours	Part-time (21 hours per week) including evenings and weekends
Contract type	3 year fixed term

Responsibilities	
<ul style="list-style-type: none">Support delivery of the coach development programme, liaising with key stakeholders to meet the needs of the game.Recruit, retain and develop diverse coaches through The FA qualification framework and local CPD opportunities, with a focus on coaches from diverse communities and female coaches.Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within football development programmes.Collaborate with all staff to deliver Respect initiatives such as Let Us Play and We Only Do PositiveRisk-assess all Cambridgeshire Football Association events and activity for under-18s and where the CFA 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 CFA youth engagement strategy.Utilise the feedback from under-18s and adults at risk to enhance the experience of fun and safety in grassroots football.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).Support club and league secretaries with coach development programmes and provide updates where necessary.Identify sources of funding that will be of benefit to grassroots football and provide appropriate advice and support to applicants.	



- Deliver a programme of CPD to club and league volunteers, with an emphasis on gaining more FA-accredited clubs and leagues (England Football Accreditation).
- Support the club and league accreditation (England Football Accreditation) renewal process and ensure safeguarding requirements are met.
- Provide support for the development of other formats of football (e.g. walking football and futsal) that reflect changing participant behaviour and expectations.
- Ensure that grassroots football is inclusive, diverse and reflective of local communities.
- Use national and local data, research and customer insight to increase participation in grassroots football.
- Support the organisation of safeguarding and coaching courses.
- Provide administration support to safeguarding programmes, activities, events and communications.
- Contribute to ensuring that safeguarding and equality are embedded throughout the CFA and grassroots football.
- Execute tasks as required to meet the CFA changing priorities.

Person specification

Qualifications

Essential

- A degree level qualification or equivalent experience.
- FA Level 2 in Coaching Football / UEFA C (minimum)
- FA Safeguarding Children Course
- FA Introduction to First Aid in Football

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.

Desirable

- Individual and group coaching and training skills
- Competent 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 and development of grassroots coaches
- Capability to create reports, budgets and strategic plans



<ul style="list-style-type: none"> Influencing skills to champion change. 	
Knowledge and experience	
Essential <ul style="list-style-type: none"> Experience of coaching and/or coach development. Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. Knowledge of England Football Learning. Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. 	Desirable <ul style="list-style-type: none"> 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
Ability to travel throughout the County and externally when required.	Yes

The role holder will be expected to understand and work in accordance with the values and behaviours described below.	
CFA Value	Behaviours
Passion	Positive attitude, inspiring others, exuding excitement, body language.
Service	Communication, transparency, added value, owning up to mistakes, respect, listening, responsiveness.
Excellence	Attention to detail, high quality product/service, consistency, commitment, work ethic.
Collaboration	Fostering cohesion, encouraging innovation, setting expectations/goals, effective meetings, sharing ideas.
Professional	Consideration and respect for others, loyalty, honouring of commitments, punctuality, communication, avoidance of gossip.
Friendly	Manners, respect, active listening, body language, making connections.

Job description reviewed and modified by:	Katie Critchley, Football Development Manager
Date job description reviewed and modified:	01/11/2022
Job description authorised by:	

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.