



**ENGLAND  
FOOTBALL**

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job title</b>	<b>Competitions and Clubs Development Administrator</b>
<b>Reports to</b>	<b>Competitions and Clubs Development Manager</b>

<b>Location</b>	<b>Cambridgeshire FA, Bridge Road, Impington, Cambridgeshire, CB24 9PH. Hybrid working as agreed with Chief Executive.</b>
<b>Working hours</b>	<b>18.5 including weekends</b>
<b>Contract type</b>	<b>Permanent</b>
<b>Direct reports</b>	<b>none</b>

### Job purpose

To support, service and develop England Football Accredited clubs to grow and sustain opportunities whilst providing a quality experience for all players across all pathways.

To provide support to Cambridgeshire FA run competitions and other specific leagues including the appointment of match officials, providing a high quality service to member clubs.

### Job responsibilities

#### **Club support:**

- Promote and assist England Football Accredited Clubs with their annual renewal process.
- Deliver exceptional customer support to volunteers using FA Technology systems, particularly the Club Portal, to ensure Accredited criteria is maintained throughout the year.
- Support England Football Accredited Clubs with writing and implementing development plans to help realise their ambitions.
- Develop and implement localised incentives and rewards for England Football Accredited Clubs.
- Target new development initiatives and pathway growth towards the network of Accredited Clubs to provide more opportunities for people to play and enjoy football within these environments.
- Promote positive behaviour in youth football and support with FA national campaigns and interventions.

#### **Competitions support:**

- Appoint match officials to competitions affiliated to Cambridgeshire Football Association and external leagues as agreed by the Competitions Department.
- Support with administration tasks of the Cambridgeshire Women's and Girls League & Cambridgeshire County League.
- Support at Cambridgeshire FA, Cambridgeshire County League and Cambridgeshire Women and Girls League Cup Finals.
- Support the administration of the above Cup Finals.

#### **General Duties:**

- Execute tasks as required to meet the Cambridgeshire FA's changing priorities.
- Contribute to ensuring that safeguarding and equality are embedded throughout Cambridgeshire FA and grassroots football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within club development and competitions programmes.
- To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs.



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- 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.
- To support delivery of The FA Grassroots Football Strategy and Cambridgeshire FA's Business Strategy.

## Person specification

### Qualifications

#### Essential

- Educated to A level or equivalent.

#### Desirable

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### Skills

#### Essential

- Excellent administration skills.
- 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 problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service and understanding people's needs or requirements.
- 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 to support the delivery of strategic priorities.

### Knowledge and experience

#### Essential

- Practical experience of sports administration and involvement in a club or league.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- understanding of The FA coaching qualification framework.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

#### Desirable

- Knowledge of The FA's Grassroots Football Strategy.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.

Enhanced DBS Check required?

YES

Check required on Companies House disqualified directors' register?

YES

Clean, full driving licence?

YES



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The job holder will be expected to understand and work in accordance with the strategic priorities described below.

Strategic priority	Objectives
<b>IMPROVE PLAYING CHOICE AND OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• Evolve the youth game.</li> <li>• Improve team-based football for adult male players.</li> <li>• Create more opportunities to play safe, inclusive casual football.</li> <li>• Support the disability game to grow and thrive.</li> </ul>
<b>DEVELOP EQUAL OPPORTUNITIES FOR WOMEN AND GIRLS TO PLAY</b>	<ul style="list-style-type: none"> <li>• Sustain and grow more playing opportunities in schools.</li> <li>• Create more team based playing opportunities.</li> <li>• Extend and enhance casual opportunities to play.</li> <li>• Deliver safe and inclusive environments for women and girls to thrive.</li> </ul>
<b>BUILD MORE AND IMPROVE EXISTING FACILITIES</b>	<ul style="list-style-type: none"> <li>• Transform grass pitch quality.</li> <li>• Build more 3G pitches.</li> <li>• Create inclusive and accessible facilities.</li> <li>• Improve environmental sustainability.</li> </ul>
<b>TACKLE POOR BEHAVIOUR</b>	<ul style="list-style-type: none"> <li>• Apply tougher sanctions.</li> <li>• Promote positive behaviour.</li> <li>• Drive collective responsibility across the game to raise standards.</li> </ul>
<b>DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES</b>	<ul style="list-style-type: none"> <li>• Grow the number of people running the game.</li> <li>• Improve the diversity of those running the game.</li> <li>• Support those running the game to learn and develop.</li> <li>• Celebrate and reward those running the game.</li> </ul>
<b>SUPPORT THRIVING COMMUNITY CLUBS</b>	<ul style="list-style-type: none"> <li>• Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation.</li> <li>• Help clubs to become more sustainable.</li> <li>• Support the current and future generation of club leaders.</li> <li>• Equip clubs to add value to their local communities.</li> </ul>
<b>CONNECT AND SERVE PARTICIPANTS</b>	<ul style="list-style-type: none"> <li>• Make it easier to find information and opportunities to play, volunteer and learn.</li> <li>• Improve our customer service and communications.</li> <li>• Develop our digital tools to make running the game easier.</li> <li>• Explore digital opportunities to enhance the football experience.</li> </ul>
<b>PROGRESS THE GAME'S GOVERNANCE</b>	<ul style="list-style-type: none"> <li>• Promote the highest levels of governance across the grassroots network.</li> <li>• Evolve local Football Associations focused on developing football For All.</li> <li>• Support the grassroots game to be financially robust.</li> <li>• Support the game to be safe and well-run.</li> </ul>

<b>Job description reviewed and modified by:</b>	Joanne Knox, CEO
<b>Date job description reviewed and modified:</b>	29/08/2024
<b>Job description authorised by:</b>	Phil Hill, Chair

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



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