



Job Description and Person Specification

Job title	Football Development Officer (Inclusion)
Reports to	Football Development Manager

Job purpose(s)	
<ul style="list-style-type: none"> To support delivery of The FA National Game Strategy and the Cambridgeshire FA and Huntingdonshire FA Business Strategies. To strategically coordinate disability and inclusive football provision across both counties. To influence and support the growth and retention of disability and inclusive football. To strategically co-ordinate Cambridgeshire FA and Huntingdonshire FA's inclusion groups and achieve and maintain the relevant level of the Equality Standard and work towards advancing the level of the Equality Standard. 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, Cambridgeshire, CB24 9PH & Huntingdonshire FA HQ, Ambury House, Sovereign Ct, Huntingdon PE29 6XU
Working hours	Full-time (37.5 hours per week)
Contract type	Permanent

Responsibilities	
<ul style="list-style-type: none"> Work strategically to align current and future disability and inclusive football provision, ensuring an integrated approach across the County FA, local Premier League and English Football League Trust Club networks, alongside key partners from across the disability, health, education and community & voluntary sectors Achievement of the disability player numbers as laid out in the CFA strategy and operational plans Retain and grow the number of affiliated disability football teams with an emphasis on the growth of youth and female teams within accredited club structures Strategically coordinate the delivery of a network of registered disability recreational football centres for male and females across all age groups Work with the county inclusion groups to achieve or maintain the relevant level of the Equality Standard and work towards advancing the level of the Equality Standard. Embed research, insight and effective measurement into planning, decision making and delivery across disability and inclusive football to ensure accurate data collection across programmes that address the priority areas for disability football and meet the needs of disabled people Develop and support leagues and clubs that are safe and inclusive. Deliver a comprehensive inclusive workforce plan that supports inclusive football across coaches, referees, volunteers and young leaders. Lead and deliver against the disability talent development programme within the counties Raise the profile of good news stories and the range of inclusive football opportunities across the pathway Ensure compliance with CFAs' health and safety policies Ensure that the CFAs effectively implement and maintain the FA's Safeguarding Operating Standard within football. This includes the following: <ul style="list-style-type: none"> Risk assess all events and activities where the CFA directly employ or deploy under-18 referees, coaches and 	



- volunteers;
- Support messaging so that under-18s in youth and open-age adult CFA-led football know how to report any concerns about their wellbeing;
- Liaise with the DSO and follow through on opportunities to listen to and consult with under-18s on their experience of playing, learning and volunteering;
- Make use of young people and adults at risk feedback to enhance the experience and fun and safety in football.
- Ensure understanding and awareness of generic Equality law and of good practice within sports equality
- Execute additional tasks as required in order to meet CFA's changing priorities.

Person specification	
Essential	Desirable
<p>Knowledge</p> <ul style="list-style-type: none"> ● Knowledge and understanding of disability sport structures and development pathways at local, regional and national level ● Knowledge and understanding of football / disability football structures and development pathways at local, regional and national level ● Knowledge of The FA's National Game Strategy ● Commitment to sports equality and knowledge of the barriers facing underrepresented groups ● Demonstrates a working understanding of inclusion, equality and anti- discrimination, safeguarding and best practice ● Knowledge of relevant funding agencies <p>Experience</p> <ul style="list-style-type: none"> ● Minimum 2 years practical experience of Sports / Football Development ● Interest and passion for disability and inclusion in football <p>Technical Skills</p> <ul style="list-style-type: none"> ● 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 within strict deadlines ● Report writing ● Excellent IT skills ● Excellent communication skills using traditional, modern and emerging media ● Experience of monitoring and evaluation of programmes ● Driving licence (to be decided by each organisation) 	<p>Knowledge</p> <ul style="list-style-type: none"> ● Educated to degree level ● Sports development / other relevant qualification ● Knowledge of the service providers that support people with a disability both nationally and within the County FA locality ● An understanding of the challenges associated with running disability football clubs and leagues <p>Experience</p> <ul style="list-style-type: none"> ● Budget / resource management
Enhanced DBS Check required?	Yes
Clean, full driving licence?	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:	Joanne Bull, Cambs FA Chief Executive and Company Secretary
Date job description reviewed and modified:	16 th June 2021
Job description authorised by:	CFA & HFA Chairs: Phil Hill and Mark Frost

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.