



### Role Profile

<b>Job Title:</b>	Football Development Officer (FDO)	<b>Reports To:</b>	Football Development Manager
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#### Role Purpose:

Support delivery of The FA National Game Strategy in partnership with key stakeholders  
Offer specific support to positively impact participation throughout youth and adult male football in the county

**Direct Reports:** N/A

#### Key Accountabilities:

- In conjunction with FDM write and implement the youth and adult male section of the Cornwall Strategy and Business Plan, manage the budgets and access any funding opportunities to support further development within the game
- Strategically recruit, manage and retain, Just Play Centre in line with county targets.
- Develop programmes to retain and grow participation throughout the male game ensuring all programmes are inclusive
- Deliver a programme of services to clubs and leagues
- Lead and support the review and delivery of competition and league structures to ensure they meet the needs of all players
- Support and encourage all male clubs and leagues to sign up to the FA Charter Standard Programme/England Football Accredited
- Actively support the development of the wider player pathways
- Support clubs and leagues to access small grants from various sources
- Attend and support local, regional and national meetings to understand challenges of male clubs and offer support and solutions
- Complete ongoing analysis of male football to map participation and identify gaps in provision
- Work in partnership with the CFA referee lead (RDO), clubs and leagues to support the development of referee recruitment initiatives
- Provide strategic support to Regional Coach Development Team and Coach Development Officer in the development of coaches, FA Coach Education courses and CPD events ensuring inclusive, comprehensive programme
- Contribute to raising the profile and the perception of the Cornwall FA in leading and developing grass roots football
- Identify, manage and develop relationships with key partners to meet the objectives and targets of the Cornwall FA
- Ensure that the CFA effectively implement and maintain the FA Safeguarding Operating Standard within football
- Support the marketing and communication of programmes to players and volunteers
- Evening and weekend work, leading and attending meetings and assisting and supporting at county events is expected
- An understanding and awareness of generic Equality law and of good practice within sports equality

#### Cornwall FA Values and Behaviours

- **Progressive** - We embrace new thinking in the pursuit of continuous improvement, we seek to be innovative and are passionate about taking the game forward.
- **Integrity** - Accountable and transparent in all our actions, setting the standards for behaviour across the game in Cornwall.
- **Unique** - Cornwall is a unique County, we are proud of our identity and celebrate our history and traditions whilst looking forward with new ideas and initiatives.
- **Inclusive** - We promote fairness, equality and respect to ensure that football is and will remain a game for everyone.
- **Engaging** - We take great pride in the sense of Community within the Cornish Football Family and work hard to maintain close links with our clubs, leagues, volunteers and referees. Listening to and acting on the views of young people enabling them to shape the future of football.





Essential Skills:	Desirable Skills:
<ul style="list-style-type: none"> <li>Degree (or equivalent) and/or relevant experience in a sports development environment</li> <li>Understanding of the barriers to participation</li> <li>Experience of working with partner organisations to deliver strategic plans</li> <li>Experience of managing budgets</li> <li>Ability to monitor and evaluate programme delivery</li> <li>Demonstrate a working understanding and application of inclusion, equality and anti-discrimination, safeguarding and best practice</li> <li>Passionate and committed to the development of grassroots football at a local level</li> <li>Excellent communication and presentation skills</li> <li>Able to work under pressure, handle multiple priorities and meet deadlines</li> <li>Ability to change, adapt and be open minded to an ever-changing football landscape</li> <li>Exceptional customer service and focus</li> <li>Experience of report writing, ability to use emails, Microsoft Office including Word, Excel and PowerPoint</li> <li>Commitment to personally development and training</li> <li>Driving licence</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Knowledge of the range of volunteers who exist within the game, their motives for engaging and how they can support the delivery of FA programmes</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of implementing/ delivering sports programmes within education and community settings</li> <li>Regularly utilise monitoring, evaluation and reflective practise to gain insight to inform decision making</li> <li>Experience of leading and managing people</li> <li>Experience of working in partnership with voluntary organisations and individuals to develop and support retention and sustainability of programmes</li> <li>Delivery of small/ large sporting events involving a variety of stakeholders and attendees</li> <li>Use research and data to create and innovative approaches to identify business solutions</li> </ul> <p><b>Technical Skills</b></p> <ul style="list-style-type: none"> <li>Project management qualification</li> <li>Project management experience</li> <li>Experience of utilising mapping programmes (Google maps) to support strategic and logistical planning</li> </ul>
Enhanced CRC Check Required:	YES
Full Driving Licence:	YES

Further Information
<p>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. This post requires Enhanced Criminal Record Checks and checks against the Barred Lists and is exempt from Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared.</p> <p>This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.</p>

