



<b>Job Title:</b>	<b>Football Development Officer (Women and Girls)</b>	<b>Reports To:</b>	<b>CEO FDM</b>
-------------------	---	--------------------	--------------------

<b>Job Purpose:</b>
<ul style="list-style-type: none"> <li>To support successful delivery of the County FA NGS targets in partnership with key stakeholders</li> </ul>

<b>Principal Accountabilities/Responsibilities:</b>
<p><b>Plan and deliver programmes to meet targets to sustain and grow participation for female players.</b></p> <ul style="list-style-type: none"> <li>Lead upon the development and implementation of the Women’s and Girls Strategy</li> <li>Work closely with FDM, other CFA FDO’s and strategic external partners to supervise and administrate a bespoke programme of intervention methods aimed at retaining/increasing provision within Women and Girls football</li> <li>Work with FDO’ s (Clubs &amp; Leagues) to strengthen existing and create new female &amp; female disability teams playing on a local basis within CS Clubs</li> <li>Support FDO (Leagues) with management of existing Women and Girls League Provision</li> <li>Oversee the Schools Competition Programme for Female Youths.</li> <li>Source additional investment that will support/compliment the objectives relating to sustaining/growing the game within the County.</li> <li>Manage and develop recreational turn up and play centres targeting new and lapsed Female players</li> </ul> <p><b>Support National and local initiatives to drive participation within the Female game</b></p> <p><b>Deliver against the Female Talent Development programmes within the County</b></p> <ul style="list-style-type: none"> <li>Administrate and act as FA/CFA liaison with Advanced Coaching Centre</li> </ul> <p><b>Assist with the recruitment, retention and development of volunteers to ensure that the workforce is adequate to develop the female and disability game</b></p> <ul style="list-style-type: none"> <li>Support the implementation of The CFA Football Volunteer Strategy to support the recruitment, retention and development of volunteers; ensuring that the Football Community have the opportunities and the relevant skills</li> <li>Lead upon the delivery of the CFA Young Leadership Academy Programme.</li> <li>To work closely with the CFA Referee Development Officer around the retention and recruitment of Female Referees</li> <li>Support FDO (Club and Workforce) with Female specific Coach Education and Workforce Training Programmes to increase the number of Female coaches within the game</li> </ul>



- Provide strategic focus around the current skills of the workforce involved in football to identify gaps or shortages that need to be addressed through either the existing County FA workforce programme or through the development of club specific education and training opportunities
- Ensure the workforce involved in Football have the relevant skills, abilities and confidence to carry out roles effectively within Clubs and Leagues, whilst taking into account local, county, regional and national policies and strategies.

**Be an advocate of and committed to safeguarding and protecting children, young people and vulnerable adults at risk in football.**

- To assist Cumberland FA in achieving FA Safeguarding Operating Standards for County FA's.
- Read and comply with FA's safeguarding children policy and procedures
- Support CFA in undertaking club site visits
- Attend and maintain appropriate safeguarding training and qualifications as deemed necessary by The FA and CFA.
- Provide support to DSO/FDO (C&W) in ensuring that all coaches have an up to date DBS check.
- Undertake risk assessments in relation to any events/activities involving children, young people or adults at risk
- Promptly report any concerns about safeguarding in line with agreed process.

**Contribute towards raising the profile and perception of The CFA in leading and developing grassroots football**

- To assist in maintaining Cumberland FAs Continuous Improvement and Customer Excellence Plans to ensure provision of an excellent standard of Customer Service and Delivery.
- Manage the Women's and Girls Working Party
- To update and document operating procedures.
- Consult with relevant key stakeholders to ascertain feedback to assist in the production of the CFA Policies, Procedures and Operational Plan
- Identifying areas for improvement, within your areas of work, and establishing processes to correct those areas identified.
- Lead upon the MARCOMMS for your programmes to raise the profile of the CFA in developing grassroots football

**Identify, manage and develop relationships with key partners to meet the objectives and targets of The County FA.**

- Support FDO (Clubs and Workforce) and RDO with the recruitment and retention of female coaches and referees.
- Work closely with funding partners including Copeland community Fund to ensure that specific targets linked to this revenue are met accordingly

**Support the delivery of inclusion targets in the CFA Business Plan and NGS**

**Collate, analyse and use national and local data and insight to design and deliver customer focused services**



Knowledge/Experience/Technical Skills/Behaviours	
Knowledge/Experience/Technical Skills	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Passion and knowledge of local grass roots football and its organisational and workforce structures</li> <li>• Ability to think and work strategically with fellow staff/partner organisations to successfully deliver plans, programmes and courses</li> <li>• Demonstrate a working understanding and application of inclusion, equality and anti - discrimination, safeguarding and best practice</li> <li>• Excellent communications and presentation skills</li> <li>• Excellent interpersonal and team working skills</li> <li>• Good self-management of time and the ability to meet deadlines</li> <li>• Ability to work independently</li> <li>• Project Management skills/experience</li> <li>• Good organiser and administrator (ability to co-ordinate delivery)</li> <li>• Monitoring and Evaluation</li> <li>• Diplomacy and the ability to deal appropriately with confidential information</li> <li>• Ability to analyse complex data</li> <li>• Ability to communicate the interpretation and analysis of data.</li> <li>• Experience at report writing</li> <li>• Budget management skills/experience</li> <li>• Demonstrate success providing a range of customer support services</li> <li>• Excellent administration and IT Skills (Microsoft Office, Excel, Word, PowerPoint, Internet and E-Mail)</li> <li>• A Full driving license</li> <li>• Ability to fulfil work commitments on an evening and at weekends</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Graduate calibre</li> <li>• Knowledge of The FA National Game Strategy</li> <li>• An understanding of CFA operations</li> <li>• Practical Sports/Football Development Experience</li> <li>• Sports Development/Other relevant qualifications</li> <li>• A detailed knowledge of The FA National Game Strategy</li> <li>• Knowledge of partner organisations within the CFA locality</li> <li>• An understanding of Player Centred Development including the Long Term Player Development and FA 4 Corner Model's</li> <li>• Knowledge of/experience with FA Information Technology systems including WGS and Full-Time</li> <li>• Experience in Marketing and communication</li> <li>• Knowledge of Local Authority's</li> <li>• Ability to identify and assist with new opportunities</li> <li>• Negotiating/Influencing skills and an ability to deal with and manage conflict.</li> <li>• Demonstration of equality in action</li> <li>• FA Coaching Qualifications</li> <li>• FA Safeguarding Children and/or WOW qualification(s)</li> </ul>



--	--

**CFA Values**

- **Connecting – with our members in an approachable and flexible manner to suit our grassroots community**
- **Supporting – our members in an honest, equal and fair way**
- **Developing – grassroots football within the county, promoting safeguarding, respect and equality in everything we do.**

**Further Information**

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 an enhanced DBS Check to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope

<b>Completed by Name/Role:</b>	Ben Snowdon (CEO)
<b>Signature:</b>	<i>Ben Snowdon</i>
<b>Date:</b>	January 2019
<b>Signed by Job Holder:</b>	
<b>Printed Name:</b>	
<b>Date:</b>	

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.