



DERBYSHIRE FA



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FOOTBALL DEVELOPMENT OFFICER

(Club Development)

VACANCY PACK



CONTENTS

The Role	1
About Derbyshire FA	2
Role Description	3
How to Apply	4
Selection Process	5

1. THE ROLE

We're looking for a new Football Development Officer (Club Development) to strategically support and develop England Football Accredited Clubs across Derbyshire, helping clubs become more sustainable, inclusive and community-focused through the Thriving Community Clubs Framework and innovative club development solutions.

We are seeking to recruit an inspiring, dynamic and highly motivated individual with a proven track record in sports development.





2. ABOUT DERBYSHIRE FA

Derbyshire FA is the governing body for football in Derbyshire. We are responsible for leading, serving and developing the game at grassroots level.

We are on a mission to support and connect with the footballing community in Derbyshire, providing a safe and inclusive environment for all.

We pride ourselves on the following values:

INNOVATION

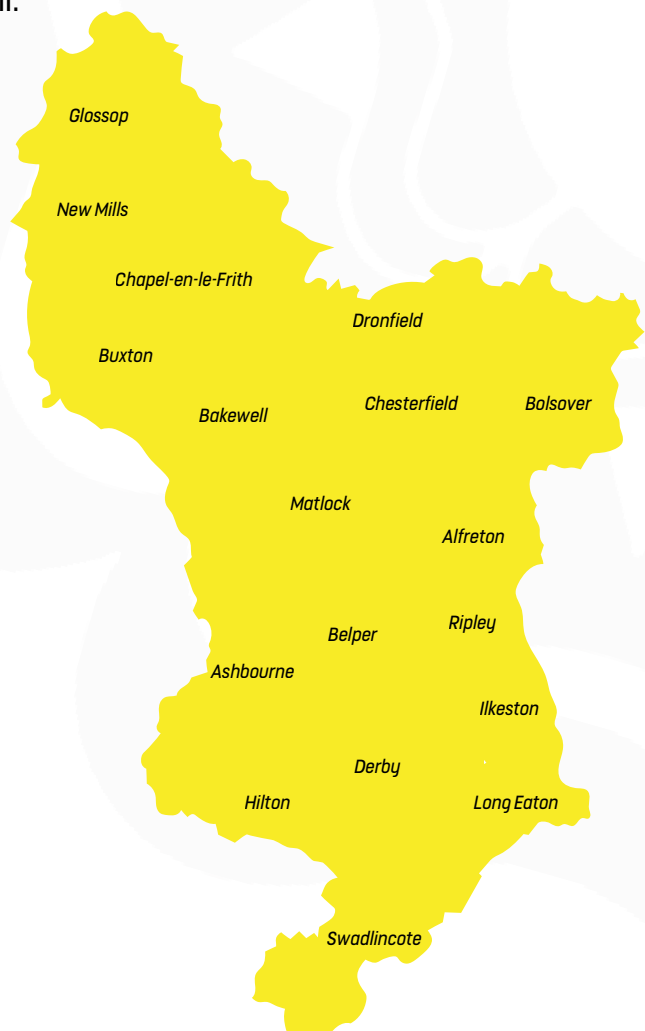
Adopting new technologies and digital platforms for training and communication, encouraging creativity to our community.

INSPIRATION

Showcasing success stories, celebrating local talent and leading by example with teamwork, perseverance, and fair play.

INCLUSION

Implementing programs that ensure underrepresented groups can participate in all areas of football.





3. ROLE DESCRIPTION

Role Title	Football Development Officer (Club Development)
Reports to	Football Development Manager
Location	Derbyshire FA, 8 & 9 Stadium Business Court, Millennium Way, Derby, DE24 8HP
Salary	£28,000 - £34,000

JOB PURPOSE

- To support delivery of The FA Grassroots Football Strategy and the Derbyshire County FA Business Strategy.
- To develop and support Clubs that are safe, fun and inclusive FOR ALL by providing modern, fit for purpose club structures and services, which will grow
- and retain participants, support the workforce and raise standards across the game.
- To support England Football Accredited Clubs to become more sustainable through engagement with the Thriving Community Club framework, alignment of support services and multi-stakeholder collaboration.
- 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 in the delivery of diversity and inclusion targets and in creating a more inclusive culture across the CFA.
- Ensure that the CFA effectively implement and maintain the FA's Safeguarding 365 Standard within Football.

JOB RESPONSIBILITIES

Club Development

- Support and Incentivise England Football Accredited Clubs to retain their accredited status through completing their annual review via the Club Portal.
- To develop and support a sustainable plan for growth and quality of club structures aligned to the FA Grassroots Football Strategy.
- To support and incentivise the appropriate England Football Accredited Clubs their 1-star, 2-star & 3-star recognition by growing provision across male, female and disability pathways.
- To understand and promote FA technology systems to help simplify administration of the game and support our club workforce.
- 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).
- To support the England Football club accreditation renewal process and ensure safeguarding requirements are met.
- Develop and manage positive relationships with 2-star and 3-star England Football Accredited clubs by engaging key club leaders.



- Engage 2-star and 3-star England Football Accredited clubs with the Thriving Community Clubs Framework and support them with completing relevant assessments for each pillar on the Club Development Review Platform.
- Build and maintain relationships with key stakeholders, including FA Club Consultants, the Football Foundation, casual workforce roles and other strategic partners to support the development of Thriving Community Clubs.
- Utilise insight and reporting to conduct pathway gap analyses and support 2-star and 3-star clubs in developing pathways and/or effective club partnerships to meet 3-star England Football Accredited Club criteria.
- Collaborate with FA Club Consultants to identify needs based on framework insights and design appropriate interventions.
- Adopt a strategic approach to deploying national professional services, technical experts and any local resource to support the growth and sustainability of Thriving Community Clubs.
- Identify facility development opportunities within Thriving Community Clubs to County FA Facility Leads.
- Develop positive relationships with the Men's National League System (NLS) and Women's Football Pyramid (WFP) clubs within the County FA.
- Understand the volunteer workforce requirements within Thriving Community Clubs and support clubs with the growth, diversity, retention and celebration of their workforce.
- To have a greater understanding and able to strategically develop clubs through On Pitch and Off Pitch opportunities.
- To support the club volunteer workforce by identifying and analysing their needs and areas of training and development.
- To lead, plan and prioritise activities and issues arising, and implement actions according to CFA business strategy.
- To communicate and provide information by relevant methods internally and externally to assist and enable effective service to staff and key stakeholders.
- To support the organisation and delivery of all Derbyshire FA County Cup Finals.
- To lead, develop and deliver RESPECT to help raise the standards across the game.

Futsal

- To lead the Derbyshire County FA Futsal Steering Group.
- To support coaches and referees involved in futsal through FA courses and provide ongoing CPD.
- Use national and local data, research and customer insight to drive participation in futsal.
- To establish constructive working relationships with the key futsal stakeholders and develop regular contact to promote collaboration and sharing of good practice.
- To drive participation growth via The FA Schools and Youth Futsal Cup by engaging a wide range of stakeholders and targeting a variety of participant groups based on local demand.



Safeguarding

- To work in accordance with The FA Safeguarding 365 criteria and abide by the safeguarding code of conduct.
- Risk Assess all events and activities where the CFA directly employ or deploy under -18 referees, coaches and volunteers.
- Support messaging so that under-18 s in youth and open-age adult CFA-led football know how to report any concerns about their wellbeing.
- Liaise with the Safeguarding & Equality Manager 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.
- Contribute to ensuring that safeguarding and equality are embedded throughout the DCFA and grassroots football across Derbyshire.

County Support

- To support CFA engagement via improved data gathering, research & insight and targeted communications.
- Ensure compliance with CFA's health and safety policies.
- Develop activities and campaigns which will support the achievement of our diversity and inclusion targets.
- To represent the CFA with internal and external stakeholders, campaigners and networking groups, positively engaging, and informing on diversity and inclusion targets and activities.
- Support key marketing initiatives through the delivery of bespoke events and networks.
- To carry out any other duties prescribed by the Chief Executive Officer when necessary.
- To assist the Football Development Manager on the delivery of the National Game Strategy at a local level. Executes additional tasks as required to meet CFA's changing priorities.



PERSON SPECIFICATION

ESSENTIAL

- Graduate/ Graduate calibre.
- Knowledge and experience of current strategies, national initiatives and issues in relation to sports and football development.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.
- Knowledge of The FA's National Game Strategy.
- Ability to work strategically with partner organisations to deliver programmes and courses.
- Ability to work as part of a team and to demonstrate the use of individual initiative.
- Goal setting.
- Monitoring and evaluation.
- A working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice.
- Understanding of girls' football structures and development pathways at local, regional and national level.
- An understanding of the barriers to participation faced by males & females and knowledge of sports equity issues.
- Project management skills – to plan, set and achieve objectives within strict deadlines.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.
- Practical experience of sports / football development.
- Knowledge of The FA coaching qualification framework.
- Exceptional customer service. § Budget management skills.
- Report-writing skills.
- Experience of writing reports and excellent IT skills - including the use of Microsoft Office applications.
- Excellent communication and presentation skills.
- Excellent time management and prioritisation skills.
- Excellent problem-solving and decision- making skills.
- Full UK Driving Licence.

DESIRABLE

- A qualification in sports development.
- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Previous experience of developing capital sports projects.
- Previous experience of successfully applying for funding for a project.
- Previous experience of advising or guiding on a project in a team environment.
- Capability to create multiple reports, budgets and plans.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.



The Role Holder will be expected to understand and work in accordance with Derbyshire FA values and behaviours as described below.

DCFA VALUES	BEHAVIOURS
INNOVATION	EXCITING WAYS TO DO NEW THINGS
INSPIRATION	LEADING AND MOTIVATING ALL OUR VOLUNTEERS WITHIN THE GAME
INCLUSION	FOOTBALL FOR ALL





4. HOW TO APPLY

- Complete the [Online Application Form](#) by **5pm Thursday 28th May 2026**. Please note that no applications will be accepted after this time.

Please prepare:

- A CV setting out your career history, achievements and preferred contact details
 - A supporting statement (or covering letter) of no more than two pages, which fully addresses the criteria in the job description and person specification
 - Details of two referees who can speak authoritatively about you together with a brief statement of the capacity and over what period of time they have known you.
- Complete the [Equality and Diversity Monitoring Form](#). Please note that completing this form is entirely voluntary.

5. SELECTION PROCESS

- Interviews will take place on **Tuesday 2nd June 2026**.

If you would like to find out more about the role, please contact:

- Alexander Walker, Derbyshire FA, Football Development Manager | alexander.walker@derbyshirefa.com





**DERBYSHIRE COUNTY
FOOTBALL ASSOCIATION**