

DERBYSHIRE FA



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FOOTBALL DEVELOPMENT OFFICER
(Female, Disability & Inclusion)

VACANCY PACK



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1. THE ROLE

We're looking for a new Football Development Officer to strategically coordinate the female & disability football provision across Derbyshire and to develop innovative solutions to boost equality and inclusion on and off the pitch.

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

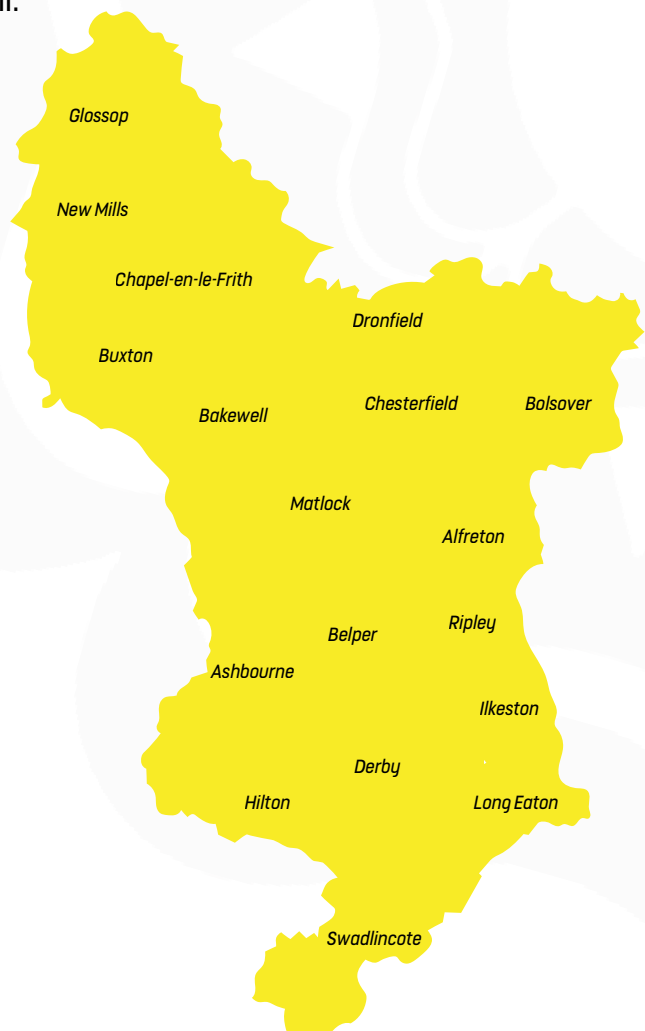
Adopting new technologies and digital platforms for training and communication, encouraging creativity to our community.

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 (Female, Disability & Inclusion)
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, The FA Disability Football Gameplan and the Derbyshire County FA Business Strategy.
- To support delivery of The FA Grassroots Football Strategy, The FA Women and Girls Football Strategy, and the Derbyshire FA Business Strategy.
- To strategically coordinate women and girls football provision across the Derbyshire FA and the local area.
- Lead & develop the Derbyshire County FA Strategic Inclusion Advisory Group.
- To strategically coordinate disability football provision across Derbyshire.
- To develop innovative solutions to increase participation in football in all its formats to engage underrepresented groups.
- To strategically coordinate Derbyshire County FA's Equality, Diversity & Inclusion objectives.
- To support England Football Accredited Clubs that can reach 3 star Thriving Community Club Status.
- To influence and support the growth and retention of disability football.
- 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.
- Ensure that the CFA effectively implement and maintain the FA's Safeguarding 365 Standard within Football.
- To lead on the Derbyshire FA Youth Leadership Academy

JOB RESPONSIBILITIES

FEMALE PATHWAY

- Work collaboratively through local strategic networks within the community to support the growth and retention of both team-based and sessional-based playing opportunities for female players.
- Map casual and team-based opportunities in clubs, community organisations, and leagues and target gaps in women and girls football provision across key programmes, age groups and formats.
- Utilise and deploy all aspects of national FA support to help drive equal opportunities for women and girls such as The Equal Game programme and Community Champions.
- In partnership with FDM lead on the growth and development of existing and new leagues and competitions for women and girls' teams across all ages and formats of the game.
- Retain and grow the number of affiliated women and girls football teams with an emphasis on creating player pathway opportunities within England Football Accredited clubs.
- Retain and grow the number of casual opportunities to play using FA participation programmes such as Wildcats, Squad and Just Play.
- Embed research, insight and effective measurement into planning, decision-making and delivery across women and girls football to meet the needs of female players.
- Support the planning, implementation and piloting of new FA initiatives.



- Support with the identification of talent in the female pathway, and the development and operations of Emerging Talent Centres within the county.
- Work with the Derbyshire FA Football Development team to deliver a comprehensive workforce plan that supports women and girls football across coaches, referees, volunteers and young leaders.
- Work with the Derbyshire FA Football Development team to raise the profile of female football and communicate the range of female football opportunities across the pathway.
- Facilitate the movement of female players transitioning from youth to adult football and school to community provision, working through the network of Barclays Girls' Football School Partnerships (BGFSPs).

DISABILITY FOOTBALL

- To be responsible for The National Game Strategy KPI, number of registered disabled players and the future of the disability player pathway.
- Work strategically with Derby County Community Trust, Chesterfield Community Trust and key partners across the disability, health, education, community and voluntary sectors to align current and future disability football provision.
- Retain & grow the number of affiliated disability football teams with an emphasis on creating player pathway opportunities within England Football Accredited clubs.
- To support England Football Accredited Clubs that can reach 3 star Thriving Community Club Status.
- Work collaboratively through local strategic networks within the community to support the growth and retention of both team-based and sessional based playing opportunities.
- Map casual and team-based opportunities in clubs, community organisations and leagues to target gaps in disability football provision across key programmes, age groups and formats.
- Utilise and deploy all aspects of national FA support to help drive access and develop opportunities for disabled people in football such as Journey to Inclusion training, Disability Football Mentors, Coaching Disabled Footballers Learning Offer and Regional Disability Mentors.
- Lead on the growth and development of existing and new leagues and competitions for disability teams across all ages and formats of the game.
- Achievement of the disability player numbers as set out within the Derbyshire County FA Strategy and Operational Plans.
- Strategically coordinate the delivery of a network of registered disability recreational football centres for male and female participants across all age groups, with a specific focus on the FA Just Play and FA Comets Programmes.
- Support and build links between schools, colleges, universities and England Football Accredited clubs to support the growth in disability football.
- Raise the profile of good news stories and the range of disability football opportunities across the pathway.
- Embed research, insight and effective measurement into planning, decision-making and delivery across disability 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 of disabled participants through delivery of a programme of services ensuring modern, fit for purpose league and club structures are in place.
- Organise and implement a relevant CPD programme that supports disability football across coaches, referees, volunteers and young leaders and is inclusive of disabled people.
- Develop and service a modern and sustainable competition structure across pan disability football.
- Work with the Football Development team to deliver a comprehensive workforce plan that supports disability football across coaches, referees, volunteers and young leaders and is inclusive of disabled people.
- Support the planning, implementation and piloting of new FA initiatives.
- Work in partnership with key organisations to deliver against the FA Disability Talent ID & Player Pathway development programme.

INCLUSION

- Support internal staff to recruit, retain and develop players, coaches, referees, club/league officials and volunteers with a specific focus on under-represented groups
- To lead the Derbyshire County FA Strategic Inclusion Advisory Group.
- Lead on the recruitment and development of the Derbyshire County FA Strategic Inclusion Advisory Group.
- Lead on the development and delivery of the Derbyshire County FA Diversity and Inclusion Action Plan.
- Create local inclusive networks to support England Football Accredited Clubs to recruit players and volunteers.
- Provide general Equality, Diversity and Inclusion support to the staff team.
- Organise and implement a relevant CPD programme that looks to raise awareness of EDI and improve inclusion across football in Derbyshire.
- Provide progress reports to the line manager, CEO, Board (if applicable), The FA and other partners to show how equality is being embedded across the whole organisation.
- Create innovative solutions and actions which ensure that equality is embedded within the club and league infrastructure.
- Contribute to the content and development of high-quality resources and communication to underpin the successful delivery of the CFA Business Plan and FA National Game Strategy.
- 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.
- To lead the creation of the annual external report on the progress of the CFA diversity and inclusion programme and its published targets.
- To consult on plans and engage to provide advocates for diversity and inclusion activities.
- Establish constructive working relationships with the key stakeholders and develop regular contact to promote collaboration and sharing of good practice.
- To lead on the Derbyshire FA Youth Leadership Academy



- Identify sources of funding that will be of benefit to key stakeholders and provide advice and guidance to applicants.
- Continue to embed Equality across the business and regularly refresh my knowledge of what needs to be in place.
- To work with staff across departments to support in the delivery of diversity and inclusion targets and in creating a more inclusive culture across the CFA.

SAFEGUARDING

- To work in accordance with The FA Safeguarding 365 criteria and abide by the Safeguarding Codes of Conduct.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the CFA Youth Engagement Strategy.
- 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 & Discipline 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
- Ensure contract agreements are in place with all contractors (facility hire, consultants etc.) and these outline the requisite safeguarding responsibilities and accountabilities for all parties.

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 support and deliver RESPECT messages in support of raising standards across the game.
- 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 FA Grassroots Football Strategy at a local level.
- Executes additional tasks as required to meet CFA's changing priorities.
- 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).



PERSON SPECIFICATION

ESSENTIAL

- Graduate/ Graduate calibre.
- Passionate about working in disability football.
- Knowledge and understanding of the barriers to participation faced by disabled players.
- Knowledge and understanding of the infrastructure and networks that exist within education, recreation, competition and talent that can support the development of disability football.
- Knowledge and experience of current strategies, national initiatives and issues in relation to sports and football development.
- Knowledge of the FA Grassroots Football Strategy.
- Ability to work strategically with partner organisations to deliver programmes and courses.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team and to demonstrate the use of individual initiative.
- A working understanding of application of inclusion, equality and anti-discrimination, safeguarding and best practice.
- An understanding of the barriers to participation faced by males & females and knowledge of sports equity issues.
- Knowledge of the FA Coaching qualification framework.
- Excellent time management and prioritisation skills.
- Excellent problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills.
- Goal setting.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Project management skills – to plan, set and achieve objectives within strict deadlines.
- Influencing skills to champion change.
- 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.
- Skilled in creating, delivering and maintaining pathways which supports the growth, transition and retention of player



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 Wednesday 6th 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 **Monday 18th May 2026**.

If you would like to explore the fundamentals of this role further, please contact:

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





**DERBYSHIRE COUNTY
FOOTBALL ASSOCIATION**