

DERBYSHIRE FA

**APPLICATION PACKAGE**

Assistant Football Development Officer



**DERBYSHIRE FA**

**Assistant Football Development Officer Vacancy**

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Derbyshire County FA are committed to equality of opportunity and welcome applications from all sections of the community.

The successful candidate will be responsible for overseeing, promoting and developing local grassroots football and supporting The FA in delivering the National Game Strategy.

1. Role Description

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| Role Title | Assistant Football Development Officer (Facilities & Projects) |
| Reports to | Football Development Manager |
| Location | Derbyshire County FA, 8 & 9 Stadium Business Court, Millennium Way, Pride Park, Derby, DE24 8HP |
| Salary Range | £18k - £25k per annum |
| Term | Fixed Term contract to June 2025(subject to further funding) |

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| Job Purpose |
| * To support delivery of The FA Grassroots Football Strategy and the Derbyshire County FA Business Strategy.
* To ensure that every affiliated football fixture is played on a ‘good’ quality pitch.
* To support the Football Development Manager to identify and activate priority projects for Football Foundation investment via Local Football Facility Plans
* 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.
* Ensure that the CFA effectively implement and maintain the FA’s Safeguarding 365 Standard within Football.
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| Principal Accountabilities/Responsibilities |
| **Grass Pitch Improvement Programme:*** Support delivery of all activities that ensure every affiliated football fixture is played on a ‘good’ quality pitch including the use of PitchPower and the Hive Groundskeepers Community.
* Track the quantity and quality of football pitches and ground locations for affiliated fixtures.
* Utilise CRM & Pitchfinder to analyse the data and monitor all grass pitch sites across Derbyshire.
* Prioritise those grass pitch sites for improvement highlighted with the Local Authorities Playing Pitch Strategy and Local Football Facility Plan.
* To work in partnership with the GMA Regional Pitch Advisor and Support Pitch Advisors to coordinate the PitchPower visits and reports.
* To organise Groundsperson Workshops to educate and provide support.
* To further develop the Groundsperson network through utilising the Derbyshire FA Groundsperson Network Group on HIVE.
* To ensure the Grass Pitch Key Performance Indicator is regularly monitored and updates are provided to Derbyshire County FA Board and the FA.
* Support monitoring and delivery of the Derbyshire Pitch Maintenance Scheme

**Small Grants Programme:*** Support clubs and schools to apply for Football Foundation Grass Pitch Maintenance Fund.
* Promote Football Foundation Small Grants Programme and support clubs with their application.
* Oversee a database of local funding sources that clubs and leagues can apply for funding.
* Support the delivery of support days to each Football Foundation applicant around the Grass Pitch Improvement Programme and Small Grants Programme.
* Oversee the support days to monitor and evaluate previously funded Football Foundation projects and provide guidance to ensure they are successful.

**Projects:*** Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework and the FA’s Grassroots Football Strategy.
* Activate grass pitch and smaller projects from Local Football Facility Plans to generate enough demand and deliver against Football Foundation spend targets.
* To support the Football Development Manager to monitor, deliver and update all 9 Local Football Facility Plans
* To analyse and provide key data to help inform key stakeholders to monitor and update the 9 Local Authority Playing Pitch Strategies.
* To assist and support all the Facility Steering Groups across Derbyshire.
* To coordinate and facilitate the Derbyshire County FA Cup Finals.
* To provide support to all Derbyshire County FA staff on any specific projects when necessary.

**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
* 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.
* 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 National Game 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).
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| Knowledge/Experience/Technical Skills |
| **Essential*** Graduate/ Graduate calibre
* 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.
* 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
 | **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
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| The Role Holder will be expected to understand and work in accordance with Derbyshire FA values and behaviours as described below. |
| DCFA Values | Behaviours |
| Accountable | Taking responsibility for everything we do |
| Adaptable | Responsive to changing the needs of our community |
| Collective | Working together, for the better of football |
| Innovative | Exciting ways to do new things |

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| Role Profile agreed by the Board of Derbyshire County FA and signed by Chief Executive Officer:  | Name | Signature |
| Ricky Stevenson | R.Stevenson |
| Date Role Profile agreed by the Board:  | Wednesday 11th May 2022 |

**3. How to apply**

• **To apply for the role, please complete the application form at this link:**

[**Assistant Football Development Officer Application Form**](https://app.smartsheet.com/b/form/0dd0afae05d147f99cecf3e102f7b625)

**4. Selection Process**

• **Applications must be submitted before the closing date of Friday 17th June 2022**

• **Afterwards, successful applicants will be selected for interview on Wednesday 6th July 2022**

**If you would like to apply for the Derbyshire County FA Assistant Football Development Officer vacancy, please ensure you complete the online application form as detailed in the application pack. If you have any queries or questions regarding the role, please contact Liam Rooney, Football Development Manager, at** **liam.rooney@derbyshirefa.com**

Closing date for applications: Friday 17th June 2022