



DERBYSHIRE FA

APPLICATION PACK

FOOTBALL DEVELOPMENT OFFICER





DERBYSHIRE FA

Football Development Officer Vacancy

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1. The Role

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.

2. Role Description

Role Title	Football Development Officer
Reports to	Football Development Manager
Location	Derbyshire County FA, 8 & 9 Stadium Business Court, Millennium Way, Pride Park, Derby, DE24 8HP
Salary Range	£27k - £32k per annum
Term	Fixed Term contract to June 2024 (subject to further funding)

Job Purpose

- To support the delivery of The FA National Game Strategy in partnership with key stakeholders and enhance the CFAs major priorities
- To create, maintain and communicate an inclusive player pathway for male & female participation through education, recreation, competition and talent to support growth and retention KPIs
- 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 Operating Standard within Football.

Principal Accountabilities/Responsibilities

Pathways:

- Strategically recruit, manage and retain, SSE Wildcats Centres in line with county targets. Lead and manage a part-time workforce to support the retention of these centres
- To develop programmes to support and grow female football provision, with a focus on getting girls playing earlier in mini-soccer
- To develop an overview as to how youth male football is played and structured in the county both the affiliated and recreational game to respond to areas of need or opportunity
- To support the development of the FA Superkicks Programme
- To sustain current youth male recreational (11-16) programmes in partnership with current providers
- Complete an annual analysis of male & female football to map participation and identify gaps in provision
- To develop an overview as to how adult male & female football is played and structured in the county both the affiliated and recreational game to respond to areas of need or opportunity
- To establish a constructive working relationship with the key organisers of adult male & female football. Develop regular contact with these stakeholders as well as forums to bring them together with other similar leagues and organisations
- Identify sources of funding to benefit to grassroots football and provide appropriate advice and support to applicants
- To support Derby County RTC with business planning, delivery of activities and building relationships with local stakeholders
- To facilitate the improved movement of players from youth to adult male & female football
- Raise the profile of male & female football within the County and communicate the range of football opportunities across the pathway

Education:

- Work collaboratively with and through local strategic networks within education and the community to support the growth and retention of players driven through key FA programmes
- To support the network of Girls' Football School Partnerships and a high-quality introduction to football for girls within primary schools
- To liaise with and support Derby College & Chesterfield College (participation) (16-19)
- To liaise with and support University of Derby (participation) (19+)
- To lead and support ESFA & Derbyshire Schools FA competitions programme

Youth Leadership:

- To redevelop and establish a youth leadership programme which supports the delivery of CFA projects and programmes.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the CFA youth engagement strategy.

Small Sided & Recreational:

- To provide or facilitate the development of other formats of football that reflects changing participant behaviour and expectations.
- To drive male & female participation growth via The FA Snickers Just Play programme by engaging a wide range of stakeholders and targeting a variety of participant groups based upon local demand

Safeguarding:

- To work in accordance with The FA Safeguarding 365 Standard 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
- 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 in order to meet CFA's changing priorities

Knowledge/Experience/Technical Skills

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

Desirable: -

- A qualification in sports development
- Knowledge and understanding of working with volunteers
- 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 in order to support the delivery of strategic priorities
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players
- Capability to create multiple reports, budgets and plans

<ul style="list-style-type: none"> ▪ 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 	
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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

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:	18 th August 2020	

3. How to apply

- Complete the [Derbyshire FA Football Development Officer Vacancy application form](#) by Monday 3rd January 2022. Please note that no applications will be accepted after this date.
- Complete the [Equality and Diversity Monitoring](#) Form. Please note that completion of this form is entirely voluntary.

4. Selection Process

- Shortlisted applicants will be contacted by 5pm on Friday 7th January 2022.
- Interviews will be held on Friday 14th January 2022.
- If required, second interviews may be held to determine the most suitable candidates for the role.

If you would like to apply for the Derbyshire County FA 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 on 07983 562478.

Closing date for applications: Monday 3rd January 2022