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| **Role:** | **Devon County FA Club Consultant** | **Reports To:** | **Devon County FA**  **Senior Football Development Officer** | **Pay:** | **£30 per hour (self-employed)**  **Initial Contract: Up to 40 hours** |

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| **Role Purpose:** |
| * To support key partner clubs in becoming sustainable, customer focused businesses * To provide guidance and challenge to key partner clubs in creating effective, operational internal structures. * To support key partner clubs in creating and implementing clear strategies for financial sustainability and football outcomes |

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| **Key Accountabilities:** |
| * Supporting key partner clubs in becoming sustainable, focused business organisations * Increase Active Volunteers within Club Committees, and improve Committee Structures * Increase fundraising and revenue within Clubs * In partnership with key partner clubs completing an analysis identifying the areas of development and support required for them to become sustainable, customer focused businesses * Prioritising the needs of the club with club officials and supporting the club in how to address them |

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| **Key Relationships** |
| * Devon County FA Development Staff * FA Charter Standard Clubs & their committees * Sport England Club Matters Resources & Team * Supporting Clubs to make local links as required |

**WHAT IS NEEDED TO CARRY OUT THE ROLE?**

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| **Person Specification (Key Skills And Experience Required): Essential** | **Person Specification (Key Skills And Experience Required): Desirable** |
| * Knowledge and application of modern business techniques and processes in relation to voluntary football clubs * Experience of working with or supporting successful organisations * Knowledge and understanding of how voluntary football clubs operate * Ability to challenge in a constructive manner and respond to the developmental needs of individual clubs * Experience of coaching or supporting club officials | * Knowledge of the Sport England Club Matters programme * Experience of working as a mentor or coach in a commercial or volunteer organisation * Management and leadership skills * An understanding of club organisational structures and processes |

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| **Knowledge , Skills , Attributes required:** | |
| * Creating an effective mentoring or learning environment * Positive reflection skills * Establishing a Needs Analysis * Constructively challenging | * Observation skills * Questioning * Listening * Empathy |
| **Author: Dai Carpenter**  **Date: 25th April 2019** | |