



Job Description and Person Specification

Job title	Football Development Officer (Youth and Adult Male)
Reports to	County Development Manager

Job purpose(s)	
<ul style="list-style-type: none"> To support delivery of The FA National Game Strategy and the Devon County FA Business Strategy. To develop and deliver a sustainable plan for growth and quality across the male football pathway. To develop a Youth Engagement Strategy for Devon County FA To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs. 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. 	
Direct reports	N/A

Location	Devon County FA, Coach Road, Newton Abbot, TQ12 1EJ
Working hours	36.25 hours per week, evening and weekend work will be required
Contract type	2 Years

Responsibilities	
<ul style="list-style-type: none"> Work collaboratively through local strategic networks within the community to support the growth and retention of male players through key FA programmes. Identify sources of funding that will be of benefit to grassroots football and provide appropriate advice and support to applicants. Complete an annual analysis of male football to map participation and identify gaps in provision. Facilitate the movement of male players from mini-soccer to youth football and youth football to adult football. Develop programmes to support and grow male football provision, with a focus on retaining 12 to 18-year-old male players. Develop a framework for new Under 6 provision across Devon Develop programmes to support and veteran male football provision Develop opportunities and links to promote football in education (5 to 18 years olds) including the ESFA administrator SLA Develop new school competition frameworks for Primary School education across Devon Produce a map of Secondary School competitions across Devon Support the delivery of the Devon Schools FA County Cup competitions. Lead on the development of football within Further and Higher Education including recreational, intra mural and leadership opportunities Increase male recreational football participation via The FA Just Play programme by engaging a wide range of stakeholders and targeting a variety of groups based on local demand. Provide or facilitate the development of other formats of football (e.g. recreational male leagues) that reflect changing participant behaviour and expectations. Lead on the Devon County FA youth engagement strategy 	



- Create a coach identification process to support the growth, retention and transition of male coaches through The FA coaching qualifications framework.
- Manage the Devon 567's programme to ensure high quality customer service is provided to all involved.
- Work with facility providers to develop new Devon 567's league across the county
- Develop relationships with local and nationally affiliated small sided providers
- Develop and deliver an annual action plan to support high-quality volunteer opportunities across grassroots football, including the development of the County Young Volunteer programme.
- Support the Devon County FA Youth Council to represent young people and identify, discuss and consider local grassroots football issues.
- Use national and local data, research and customer insight to increase participation in male grassroots football.
- Ensure that male football is inclusive, diverse and reflective of local communities.
- Risk-assess all Devon events and activity for under-18s and where the Devon directly employs or deploys under 18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the Devon youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Devon and grassroots football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within female football development programmes.
- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.
- Responsible for the management of the Devon FA 3G facility at identified evenings
- Execute tasks as required to meet the Devon County FA changing priorities.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, FA Events, Whole Game System, Matchday app and Full-Time).

Person specification

Qualifications

Essential

- Educated to A Level or equivalent.

Desirable

- Two years' sports development experience

Skills

Essential

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- 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.

Desirable

- Practised at developing networks and relationships with a variety of stakeholders 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.



FOR ALL



- Excellent problem-solving and decision- making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills.
- Report-writing skills
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

Knowledge and experience

Essential

- Practical experience of sports/football development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of The FA coaching qualification framework.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

Desirable

- Knowledge of The FA’s National Game Strategy.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.

Enhanced DBS Check required?

YES

Clean, full driving licence?

YES

The job holder will be expected to understand and work in accordance with the values and behaviours described below

FA value	Behaviours
PROGRESSIVE	<p>Embraces new thinking in pursuit of continuous improvement:</p> <ul style="list-style-type: none"> • Identifies the need for, and actions change in direction, practice, policy or procedure. • Questions the way things are done and takes informed risks. • Continuously seeks to improve efficiency and performance.
RESPECTFUL	<p>Sets the standards for respectful behaviour across the game:</p> <ul style="list-style-type: none"> • Maintains people’s self-esteem when interacting with them. • Avoids pre-judgement when listening to suggestions from others. • Seizes the opportunity to apply FA standards at all times.
INCLUSIVE	<p>Champions and ensures that football is, and will remain, a game for everyone:</p> <ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game • Provides equal opportunity to people of different backgrounds, experience and perspective • Seeks out and embraces new ways of thinking and working.
DETERMINED	<p>Tenacious and accountable. Serving the whole game and doing the right thing:</p> <ul style="list-style-type: none"> • Works relentlessly to overcome roadblocks or obstacles to achieve the goal. • Remains focused on seeing agreed goals through to completion taking pride in their work. • Maintains motivation for their team and themselves.



EXCELLENT	The very best outcome achieved by sustained excellence in performance: <ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times. • Persistent to achieve a standard that others consider impossible. • Challenges others to go further and achieve more.
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Job description reviewed and modified by:	Chris French
Date job description reviewed and modified:	21 st July 2020
Job description authorised by:	Paul Morrison

Signed by job holder (on appointment):	
Date signed:	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.