



Job Description & Person Specification

Job Title	Female Participation Football Development Officer
Reports to	Senior Football Development Manager

Job Purpose	
<ul style="list-style-type: none"> To support delivery of The FA National Game Strategy and the Durham County FA Business Strategy. To lead the strategic development of women and girls' football. To contribute to the effective implementation of The FA's Safeguarding 365 and Equality, Diversity and Inclusion for the County FA. To support the adoption of FA technology systems across grassroots football. To comply with FA rules, regulations, policies, procedures and guidance that is in place from time to time. 	
Direct Reports	Senior Football Development Officer

Location	Durham County FA HQ, Riverside South, Chester le Street, County Durham. DH3 3SJ
Working hours	14 hours per week
Contract type	Fixed Term, Part Time two days a week

Responsibilities	
<ul style="list-style-type: none"> Develop programmes to support and grow female football provision, with a focus on getting girls playing earlier in Mini-Soccer. Complete an annual analysis of female football to map participation and identify gaps in provision. Utilise the Women's and Girls' online mapping tool to strategically develop the game across the County, identifying gaps in provision and opportunities for development Retain and grow the number of affiliated female football teams within FA accredited clubs with a focus on developing complete female player pathways. Deliver a programme of services to club and league volunteers, with an emphasis on gaining more FA accredited clubs and leagues Ensure that female football is inclusive, diverse and reflective of local communities. Consult with the Durham County FA IAG on key priorities and developments. Ensure that the development of the female game is embedded across the Durham County FA and work with local strategic networks within education and the community to support the growth and retention of players driven through key FA programmes. Strategically recruit, manage and retain Weetabix Wildcats providers/Snickers Protein Just Play providers and coordinate the workforce to support the retention of these providers. Support the planning implementation/piloting of new FA initiatives. Support the network of Girls Football School Partnerships and a high-quality introduction to football for girls within primary schools. Support clubs and leagues to grow and retain female teams, creating a female friendly environment and an appropriate competition offer. 	



- Create, maintain and communicate an inclusive player pathway for females through education, recreation, competition and talent to support growth and retention.
- Collaborate with the Designated Safeguarding Officer in all matters involving under 18s and adults at risk within female Football Development programmes.
- Risk assess all Durham County FA events and activity for under 18s and where the Durham County FA directly employ or deploy under 18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- 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.
- Listen to and consult with under 18s on their experiences of grassroots football as part of the Durham County FA Youth Strategy.
- Utilise the feedback from under 18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Provide the highest level of customer excellence to support volunteers access across FA Technology systems (FA Learning, FA Events, Whole Game System, Player Registration Portal, Matchday App and Full-Time).
- Support Regional Talent Clubs with ongoing development.
- Create a coach identification process to support the growth, retention and transition of female coaches through The FA coaching qualifications framework.
- Work in partnership with the Referee Development Officer to support the development of female referee recruitment and retention initiatives.
- Raise the profile of female football within the Durham County FA and communicate the range of female football opportunities across the pathway.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Durham County FA and grassroots football.
- Execute tasks as required in order to meet the Durham County FA changing priorities.

Person Specification	
Qualifications	
Essential <ul style="list-style-type: none"> • A qualification or equivalent experience 	Desirable <ul style="list-style-type: none"> • Development experience
Skills	
Essential <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Ability to develop 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"> • Excellent creative 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	
<p>Essential</p> <ul style="list-style-type: none"> • Passionate about working in Women and Girls football • Knowledge and understanding of the barriers to participation faced by females • Knowledge of the 'Game Plan for Growth' • Knowledge and understanding of the infrastructure and networks that exist within education, recreation, competition and talent that can support the development of Women and Girls football • Practical experience of Sports / Football Development • Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding 365 • Knowledge of The FA Coaching Qualification Framework 	<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of the structure and partner organisations within football both nationally and within the County FA locality • 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



	<ul style="list-style-type: none"> • 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	<p>The very best outcome achieved by sustained excellence in performance</p> <ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times • Can be persistent to achieve a standard that others consider impossible • Challenges others to go further and achieve more

Job Description reviewed and modified by:	John Topping (CEO) and David Cleary (Senior FDO)
Date Job Description reviewed and modified:	29 th November 2021
Job Description authorised by:	John Topping (CEO)