



**FOR ALL**



## Job Description and Person Specification

<b>Job title</b>	Participation Officer (Inclusion)
<b>Reports to</b>	Football Development Manager

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To support delivery of The FA National Game Strategy and the East Riding County FA Business Strategy.</li> <li>To strategically coordinate disability football provision across Hull &amp; East Riding.</li> <li>To ensure the East Riding is reflective and representative of the County demographics.</li> <li>Strategically coordinate the East Riding FA Inclusion Advisory Group and maintain Preliminary Level of Equality Standard.</li> <li>To drive implementation of the FA's growth strategy for women's and girl's football locally.</li> <li>To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> <li>To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li> </ul>	
<b>Direct reports</b>	None

<b>Location</b>	East Riding County FA, 220 Inglemire Lane Hull HU7 6TS
<b>Working hours</b>	35 hours per week to include weekends and evening work as required
<b>Contract type</b>	Fixed Term to June 2022 (extension subject to funding)

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>Work strategically to align current and future disability football provision, ensuring an integrated approach across Hull &amp; East Riding, EFL community trusts and key partners from across the disability, health, education, community and voluntary sectors.</li> <li>Map clubs, teams and leagues and target gaps in disability football provision across key age groups and geographic areas.</li> <li>Retain and grow the number of affiliated disability football teams with an emphasis on creating player pathway opportunities within FA accredited clubs.</li> <li>Lead, support, work in partnership and build links between local authorities, schools, colleges, universities and FA accredited clubs and leagues to support growth in disability football.</li> <li>Work with the East Riding Inclusion Advisory Group to consult on plans and engage advocates for diversity and inclusion work.</li> <li>Develop innovative activities and campaigns, in partnership, which will support the achievement of our diversity and inclusion targets.</li> <li>Work and communicate with staff across departments to support delivery of diversity and inclusion targets and in creating a more inclusive culture across East Riding FA.</li> <li>Represent East Riding FA with internal and external stakeholders, campaigners and networking groups, positively engaging, informing and influencing on diversity and inclusion targets and activities.</li> <li>Complete an annual analysis of female football to map participation and identify gaps in provision linked to local facility football strategic plans.</li> </ul>	



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- Retain and grow the number of affiliated female teams within FA accredited clubs, with a focus of developing female pathways.
- Strategically coordinate the development of how the female game is embedded across East Riding FA and facilitate work with local strategic networks within education and the community, to support growth and retention of players, driven through key FA programmes.
- Strategically recruit, manage and retain Wildcats/ Just Play Centres and coordinate the workforce to support the retention of these centres.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within development programmes.
- Risk-assess all East Riding FA events and activity for under-18s and where the East Riding FA directly deploys under-18 coaches 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-18's on their experiences of grassroots football as part of the East Riding FA youth engagement strategy.
- Utilise the feedback from under-18's 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 across all FA Technology systems, FA Events, Whole Game System, Matchday app and Full-Time).
- Execute tasks as required to meet the East Riding FA's changing priorities.

**Person specification**

**Qualifications**

**Essential**

- A degree level qualification or equivalent experience.

**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.
- Excellent problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills.
- Report-writing skills.

**Desirable**

- 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.



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<ul style="list-style-type: none"> <li>Ability to use data to monitor and evaluate programmes.</li> <li>Influencing skills to champion change.</li> </ul>	
<b>Knowledge and experience</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>Passionate about inclusion within football.</li> <li>Practical experience with sport / football development.</li> <li>Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</li> <li>Knowledge of barriers to participation.</li> <li>Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>Knowledge of The FA's National Game Strategy.</li> <li>Experience of project management.</li> <li>Experience of utilising mapping programmes to support strategic and logistical planning.</li> <li>Knowledge and understanding of working with volunteers.</li> </ul>
<b>Enhanced DBS Check required?</b>	YES
<b>Clean, full driving licence?</b>	YES

<b>The job holder will be expected to understand and work in accordance with the values and behaviours described below</b>	
<b>FA value</b>	<b>Behaviours</b>
PROGRESSIVE	<b>Embraces new thinking in pursuit of continuous improvement:</b> <ul style="list-style-type: none"> <li>Identifies the need for, and actions change in direction, practice, policy or procedure.</li> <li>Questions the way things are done and takes informed risks.</li> <li>Continuously seeks to improve efficiency and performance.</li> </ul>
RESPECTFUL	<b>Sets the standards for respectful behaviour across the game:</b> <ul style="list-style-type: none"> <li>Maintains people's self-esteem when interacting with them.</li> <li>Avoids pre-judgement when listening to suggestions from others.</li> <li>Seizes the opportunity to apply FA standards at all times.</li> </ul>
INCLUSIVE	<b>Champions and ensures that football is, and will remain, a game for everyone:</b> <ul style="list-style-type: none"> <li>Openly collaborates with colleagues and partners in the game.</li> <li>Provides equal opportunity to people of different backgrounds, experience and perspective.</li> <li>Seeks out and embraces new ways of thinking and working.</li> </ul>
DETERMINED	<b>Tenacious and accountable. Serving the whole game and doing the right thing:</b> <ul style="list-style-type: none"> <li>Works relentlessly to overcome roadblocks or obstacles to achieve the goal.</li> <li>Remains focused on seeing agreed goals through to completion taking pride in their work.</li> <li>Maintains motivation for their team and themselves.</li> </ul>
EXCELLENT	<b>The very best outcome achieved by sustained excellence in performance:</b> <ul style="list-style-type: none"> <li>Seeks to achieve the highest levels of performance at all times.</li> <li>Persistent to achieve a standard that others consider impossible.</li> <li>Challenges others to go further and achieve more.</li> </ul>

<b>Job description reviewed and modified by:</b>	Rachel Sullivan – Football Development Manager
<b>Date job description reviewed and modified:</b>	10 <sup>th</sup> October, 2020



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<b>Job description authorised by:</b>	Adam Lowthorpe - CEO
<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	

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