**Job Description and Person Specification**

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| **Job title** | Football Development Officer (covering South Essex Local Authorities of Basildon, Castle Point, Rochford, Southend and Thurrock) |
| **Reports to** | Football Development Manager |

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| **Job purpose(s)** | |
| * To support delivery of The FA Grassroots Football Strategy and the ECFA 2024 Moving Forward Business Strategy in the local authorities of Basildon, Castle Point, Rochford, Southend and Thurrock * To develop and deliver a sustainable plan for growth and quality across all football pathways (in the LA’s listed above) * 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 |

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| **Location** | This role will predominately be based at the Essex FA HQ in Chelmsford with a blend of homeworking to be negotiated following completion of successful probation period |
| **Working hours** | 37.5 hours per week including regular evening and weekend working as required |
| **Contract type** | Permanent |

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| **Responsibilities** |
| * Plan and coordinate programmes/projects to support the development of respective player pathways (Male, Female, Disability and Futsal) in South Essex * Use national and local data, research and customer insight to drive participation in grassroots football * Develop and sustain supportive working relationships with clubs, leagues and other key stakeholders in South Essex, maintaining regular contact to promote collaboration and sharing of good practice * Identify sources of funding that will be of benefit to key stakeholders and provide advice and guidance to applicants * Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within football development programmes * Provide football development support and advice to clubs and leagues * Deliver a programme of services to club and league volunteers in South Essex, with an emphasis on gaining more England accredited clubs and leagues (formerly FA Charter Standard) and supporting the matchday environment. * Provide or facilitate the development of other formats of football that reflect changing participant behaviour and expectations * Drive participation growth via FA Just Play & Wildcats programmes by engaging a wide range of stakeholders and targeting a variety of participant groups based upon local demand * Risk-assess all ECFA events and activity for under-18s and where the ECFA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place. * 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 across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time). * Contribute to ensuring that safeguarding and equality are embedded throughout the Essex County FA and grassroots football. * Execute tasks as required to meet the Essex FA changing priorities. |

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| **Person specification** | |
| **Qualifications** | |
| **Essential**   * Educated to Degree or equivalent. | **Desirable**   * A qualification in sports development. |
| **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. * Ability to use data to monitor and evaluate programmes. * Influencing skills to champion change. | **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 |
| **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 Grassroots Football 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 |

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| **The job holder will be expected to understand and work in accordance with the values and behaviours described below** | |
| **FA value** | **Behaviours** |
| UNDERSTANDING | * We are supportive, empathetic and knowledgeable, using insight and data to drive decision making |
| NEW INNOVATIONS | * We are pro-active and creative to improve existing formats of football and explore new ways of delivering football |
| INTEGRITY | * We are fair, honest, reliable and accountable and commit to “doing what we said we would do”. Ensuring equality and diversity to develop football for all and ensure all those who wish to be involved are supported & encouraged |
| TEAM WORK | * We work collaboratively and inclusively with each other across all areas of the business and with our partners across the game to optimise all our opportunities |
| EXCELLENCE | * We aim to deliver high quality football services, seeking feedback and constantly reviewing our work, to develop our services based on the needs of our community and individual customers |

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| **Job description reviewed and modified by:** | NICK EMERY – Head of Development & Investment |
| **Date job description reviewed and modified:** | 26/5/22 |
| **Job description authorisedby:** | BRENDAN WALSHE - CEO |

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| **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.