

# Club & Community Officer

Salary: £30,000 - £33,000



The post-holder will be responsible for supporting England Football Accredited Clubs to become more sustainable through engagement with the Thriving Community Club framework, alignment of support services and multi-stakeholder collaboration. The role will focus on supporting Clubs and Community Organisations in the following Local Authorities; *Braintree, Colchester, Maldon and Tendring, Brentwood, Chelmsford, Epping Forest, Harlow and Uttlesford*. The post upon successful probation period will be operate on a hybrid working model with a mix of working from the Association's Chelmsford Office & home working. The successful applicant will join a highly-regarded Development Team reporting to the Head of Development & Investment & Football Development Manager.

## **Responsibilities will include:**

- Develop and manage positive relationships with 2-star and 3-star England Football Accredited clubs by engaging key club leaders
- Engage 2-star and 3-star England Football Accredited clubs with the Thriving Community Clubs Framework and support them with completing relevant assessments for each pillar on the Club Programme Platform
- Build and maintain relationships with key stakeholders, including FA Club Consultants, the Football Foundation, casual workforce roles (e.g. Community Champions), and other strategic partners to support the development of Thriving Community Clubs
- Utilise insight and reporting to conduct pathway gap analyses and support 2-star and 3-star clubs in developing pathways and/or effective club partnerships to meet 3-star England Football Accredited Club criteria

## **The successful candidate will:**

- Be a University graduate (or similar)
- Ability to work strategically, build and maintain strong working relationships with a number of clubs and community partner organisations
- 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.
- Hold a full driving licence and have access to a vehicle.
- Be available to work evenings and weekends when necessary.

**A full job description can be downloaded from [www.essexfa.com](http://www.essexfa.com).**

**To apply please complete the application form and EDI monitoring form should be emailed to [recruitment@essexfa.com](mailto:recruitment@essexfa.com)**

As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include an FA DBS, to ensure their suitability for the role.

Essex FA is an Equal Opportunities Employer.

**Closing date: Midnight Sunday 17<sup>th</sup> November**