



## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job title</b>	<b>Club &amp; Community Officer</b>
<b>Reports to</b>	<b>Karl Sear (FDM) &amp; Nick Emery (HODI)</b>

<b>Location</b>	<b>Essex County FA, Springfield Lyons Approach, Chelmsford, Essex, CM2 5LB</b> <b>Hybrid working model on completion of successful probation period</b>
<b>Working hours</b>	<b>37.5 hours a week with regular evening and weekend work</b>
<b>Direct reports</b>	<b>None</b>

### Job purpose

- To support England Football Accredited Clubs to become more sustainable through engagement with the Thriving Community Club framework, alignment of support services and multi-stakeholder collaboration.
- To help anchor the Booby Moore Football (and other potential Essex Hubs) in the local community by ensuring they represent the community they're in. To do this, the role will focus on maximising and broadening usage opportunities at the Hubs to include football, other sports and health & well-being activities – with a focus on tackling inequalities.

### Job responsibilities

#### Lead Responsibilities:

- 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
- Collaborate with FA Club Consultants to identify needs based on framework insights and design appropriate interventions
- Adopt a strategic approach to deploying national professional services, technical experts and any local resource to support the growth and sustainability of Thriving Community Clubs
- Identify facility development opportunities within Thriving Community Clubs to County FA Facility Leads.
- Develop positive relationships with the Men's National League System (NLS) and Women's Football Pyramid (WFP) clubs within the County FA
- Understand the volunteer workforce requirements within Thriving Community Clubs and support clubs with the growth, diversity, retention and celebration of their workforce
- Build and maintain positive relationships with community assets – including clubs, groups, faith institutions, charities, and businesses to ensure they are actively engaged in using Bobby Moore Sports Hub (and other Football Foundation 3G sites) as a vehicle for community benefit.



- Work closely with Leisure United's site teams to create, develop and deliver a hyperlocal level plan for each Hub that is built on robust and ongoing community engagement.

**All role profiles are to include the following:**

- Execute tasks as required to meet the Essex County FA changing priorities.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Essex County FA and grassroots football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within club development programmes.
- To contribute to the effective implementation of The FA's Safeguarding 365 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.
- To support delivery of The FA Grassroots Football Strategy and the Essex County Football Association Business Strategy.

**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.
- 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 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**



<b>Essential</b> <ul style="list-style-type: none"> <li>• Practical experience of sports/football development and involvement in a club or league.</li> <li>• Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</li> <li>• Knowledge of The FA coaching qualification framework.</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 Grassroots Football 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>
Enhanced DBS Check required?	YES
Check required on Companies House disqualified directors' register?	YES
Clean, full driving licence?	YES

The job holder will be expected to understand and work in accordance with the strategic priorities described below.

Strategic priority	Objectives
IMPROVE PLAYING CHOICE AND OPPORTUNITIES	<ul style="list-style-type: none"> <li>• Evolve the youth game.</li> <li>• Improve team-based football for adult male players.</li> <li>• Create more opportunities to play safe, inclusive casual football.</li> <li>• Support the disability game to grow and thrive.</li> </ul>
DEVELOP EQUAL OPPORTUNITIES FOR WOMEN AND GIRLS TO PLAY	<ul style="list-style-type: none"> <li>• Sustain and grow more playing opportunities in schools.</li> <li>• Create more team based playing opportunities.</li> <li>• Extend and enhance casual opportunities to play.</li> <li>• Deliver safe and inclusive environments for women and girls to thrive.</li> </ul>
BUILD MORE AND IMPROVE EXISTING FACILITIES	<ul style="list-style-type: none"> <li>• Transform grass pitch quality.</li> <li>• Build more 3G pitches.</li> <li>• Create inclusive and accessible facilities.</li> <li>• Improve environmental sustainability.</li> </ul>
TACKLE POOR BEHAVIOUR	<ul style="list-style-type: none"> <li>• Apply tougher sanctions.</li> <li>• Promote positive behaviour.</li> <li>• Drive collective responsibility across the game to raise standards.</li> </ul>
DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES	<ul style="list-style-type: none"> <li>• Grow the number of people running the game.</li> <li>• Improve the diversity of those running the game.</li> <li>• Support those running the game to learn and develop.</li> <li>• Celebrate and reward those running the game.</li> </ul>
SUPPORT THRIVING COMMUNITY CLUBS	<ul style="list-style-type: none"> <li>• Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation.</li> <li>• Help clubs to become more sustainable.</li> <li>• Support the current and future generation of club leaders.</li> <li>• Equip clubs to add value to their local communities.</li> </ul>
CONNECT AND SERVE PARTICIPANTS	<ul style="list-style-type: none"> <li>• Make it easier to find information and opportunities to play, volunteer and learn.</li> <li>• Improve our customer service and communications.</li> <li>• Develop our digital tools to make running the game easier.</li> </ul>



<b>PROGRESS THE GAME'S GOVERNANCE</b>	<ul style="list-style-type: none"> <li>• Explore digital opportunities to enhance the football experience.</li> </ul>
	<ul style="list-style-type: none"> <li>• Promote the highest levels of governance across the grassroots network.</li> <li>• Evolve local Football Associations focused on developing football For All.</li> <li>• Support the grassroots game to be financially robust.</li> <li>• Support the game to be safe and well-run.</li> </ul>

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
ECFA Value	Behaviours
Understanding	<ul style="list-style-type: none"> <li>• We are supportive, empathetic and knowledgeable using insight and data to drive decision making</li> </ul>
New Innovations	<ul style="list-style-type: none"> <li>• We are proactive and creative to improve existing formats of football and explore new ways of delivering the game</li> </ul>
Integrity and Inclusion	<ul style="list-style-type: none"> <li>• We are fair, honest, and accountable ensuring equality and diversity to develop football for all and making sure all those who wish to be involved are supported and encouraged</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Excellence	<ul style="list-style-type: none"> <li>• 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</li> </ul>

Job description reviewed and modified by:	Nick Emery (Head of Development & Investment)
Date job description reviewed and modified:	20.8.24
Job description authorised by:	Brendan Walshe (CEO)
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.