



Job Description and Person Specification

Job title	Coach Development Officer
Reports to	Head of Development & Investment

Job purpose(s)	
<ul style="list-style-type: none"> To support delivery of The FA Grassroots Football Strategy and the Essex County FA Moving Forward Business Strategy To develop and deliver the Essex County FA Coach Development Strategy in order to meet the needs of grassroots football FA Learning To lead the growth and sustainability of high-quality coaching and coach development opportunities within England Football Accredited Clubs by working with Coaching Leads to design and deliver people-centred coach development programmes, aligned with the FA Learning Coach Development Framework. To ensure that all coaches have access to meaningful learning, mentoring, and development opportunities that enhance their ability to create positive experiences for every player, across all pathways. 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	None

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

Responsibilities	
<ul style="list-style-type: none"> Lead and manage delivery of the Essex County FA Coach Development Programme, including CPD, coach mentoring, and liaising with key stakeholders to meet the needs of the game. Produce and deliver an annual coach development plan to support in excess of 2000 high-quality coaching opportunities across grassroots football Develop and manage positive relationships with 2-star and 3-star England Football Accredited clubs by engaging key club leaders and Coaching Leads. Engage 2-star and 3-star England Football Accredited clubs with the Thriving Community Clubs Framework and support them with completing relevant assessments for the Coaching pillar. Support clubs in their development of a club specific Coach Development plan/programme that reflects FA Learning principles and prioritises the long-term development of people as well as football outcomes. Work with the Participation Pathway (Male, Female, Disability) leads to create a programme of opportunities that supports the coaching workforce across each respective pathway Continually work to identify and address gaps in coaching provision and monitor current and future coaching workforce needs and trends. 	



- Recruit, retain and develop coaches through The FA qualification framework and local CPD opportunities, with a focus on ethnically diverse communities, female coaches and those supporting disability football.
- Provide appropriate records, statistics and reports which will assist with the monitoring and reviewing of coaching targets and objectives.
- Manage, support and deploy a team of Casual Coach Developers within your respective County Football association to meet the needs of the County FA
- Deliver Coach Developer Training for Club Coaching Leads across the County in line with the FA Coach Developer Framework and supporting materials.
- Be a licensed Coach Developer demonstrating the competencies of the FA Coach Developer Framework in all CPD, mentoring, and support activity
- Oversee the marcomms strategy linked to promotion of the Coach Development Programme working closely with ECFA Marcomms Department to ensure website, social media platforms and e-newsletters are used to good effect
- Support and continue to develop a local communication network that provides coaches with access to courses, education, development and employment opportunities.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within coach education programmes.
- Risk-assess all Essex County FA events and activity for under-18s and where the Essex County FA directly deploys under-18 coaches 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-18 coaches on their experiences of grassroots football as part of the Essex County FA youth engagement strategy.
- Utilise the feedback from under-18 coaches 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
- Identify sources of funding that will be of benefit to coaches and provide advice and guidance to applicants.
- 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 County FA changing priorities.

Person specification	
Qualifications	
Essential <ul style="list-style-type: none"> • Educated to degree level or equivalent • FA coaching qualification - UEFA B 	Desirable <ul style="list-style-type: none"> • Two years' sports development experience • Project Management Qualification • Degree in Sports Development or equivalent • Youth Module 3
Skills	
Essential	Desirable



<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. • 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. 	<ul style="list-style-type: none"> • 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	
<p>Essential</p> <ul style="list-style-type: none"> • Practical experience of sports/football development • Significant Coach Development Experience. • Experience of supporting adult learning. • Experience of supporting coaches in a grassroots setting • 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. 	<p>Desirable</p> <ul style="list-style-type: none"> • 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

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
FA value	Behaviours



FOR ALL

UNDERSTANDING	<ul style="list-style-type: none"> We are supportive, empathetic and knowledgeable, using insight and data to drive decision making
NEW INNOVATIONS	<ul style="list-style-type: none"> We are pro-active and creative to improve existing formats of football and explore new ways of delivering football
INTEGRITY	<ul style="list-style-type: none"> 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
TEAMWORK	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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

Job description reviewed and modified by:	Nick Emery – Head of Development & Investment
Date job description reviewed and modified:	23 rd Sept 2025
Job description authorised by:	Brendan Walshe – Chief Executive Officer

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.