



Job Description and Person Specification

Job title	Football Development Officer (Disability Pathway)
Reports to	Participation & Development Manager
Job purpose(s)	
- To support delivery of Gloucestershire Football Association's (GFA) Business Strategy and Key Performance Indicators via the annual Operational Delivery Plan - To lead strategic development of the Disability Football playing opportunities across Gloucestershire. - To deliver the Association's Local Disability Football Plan through the network of Thriving Community Clubs in Gloucestershire. - To support the Association to capture and analyse disability and public health data and insight across Gloucestershire. - Work with key stakeholders to develop football interventions that tackle inequalities and improve health within the County. - To contribute to the 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 all FA rules, regulations, policies, procedures and guidance in place from time to time.	
Direct reports	None

Location	Your normal place of work is Glos FA HQ, Oaklands Park, Gloucester Rd, Almondsbury, Bristol. BS32 4AG and your home address from time to time as directed or in agreement with your line manager. Any other location in the United Kingdom as required by the role including travel and overnight stays.
Working hours	Your working pattern at these locations is subject to agreement with your line manager and may vary to accommodate the needs of our business. Normally 37.5 hours per week. Some evening and/or weekend working will be required.
Contract type	Permanent employee

Responsibilities	
- To deliver the Association's Local Disability Football Plan through the network of Thriving Community Clubs in Gloucestershire. - Retain and grow the number of affiliated disability football teams and sessional playing opportunities e.g. Comets and Just Play, with an emphasis growing and developing provision within FA Thriving Community Clubs. - Plan and deliver a series of Journey to Inclusion Workshops to support England Football Accredited Clubs with growing disability football provision. - Lead the growth and development of the Gloucestershire FA Ability-Counts League to ensure there is a pan disability competition pathway for youth and open aged adults. - Conduct research, capture data and insight into disability and public health data across Gloucestershire to help further understand where barriers to participation exist and to shape future interventions. - Represent Gloucestershire FA at identified forums and engagement events within the health and well-being and physical activity sector.	



- Build strategic partnerships with Active Partnerships, professional club community organisations and partners across the disability, health, education, community and voluntary sectors to develop inclusive football interventions that tackles inequalities, increases physical activity and improves health and wellbeing across Gloucestershire.
- Consult with the GFA's Inclusion Advisory Group (IAG) on key priorities and developments
- Work with the Football Development staff to deliver a comprehensive workforce plan that supports disability football across coaches, referees, volunteers, and young leaders and is inclusive of disabled people.
- Work with other staff to raise the profile of disability football within Gloucestershire.
- Collaborate with the Designated Safeguarding Officer(s) in all matters involving under-18s and adults at risk within football development programmes.
- Risk-assess all GFA events and activity for under-18s and where the GFA directly employs or deploys under-18 referees, coaches and volunteers 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.
- Execute other tasks as required to meet the GFA's changing priorities.

Person specification

Qualifications

Essential

- Educated to A Level or equivalent.

Desirable

- A qualification in sports development.

Skills

Essential

- Ability to work strategically with partner organisations to plan/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 within a team.
- Good time management and prioritisation skills.
- Good communication and presentation skills.
- Ability to use data to monitor and evaluate programmes.
- Customer service experience

Desirable

- Ability to develop networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities
- Understanding of pathways which support the growth, transition and retention of players
- Ability to create reports, budgets and plans
- Problem-solving and decision-making skills.
- Influencing skills

Knowledge and experience

Essential

- Practical experience of sports / football development, or working with disability and health community organisations.

Desirable

- Awareness of The FA's Grassroots Football Strategy.
- Knowledge of the local and national health and disability landscape.
- Experience of project management.



• Knowledge and understanding of the barriers people with disabilities face when trying to participate in football. • Knowledge and understanding of working with volunteers. • A working knowledge of inclusion, equality, anti-discrimination, and safeguarding. • Knowledge of the structure and partner organisations within football, both nationally and locally within Bristol and Gloucestershire.	• Experience of utilising mapping programmes to support strategic and logistical planning.
Enhanced DBS Check required?	YES
Full driving licence?	YES

The job holder will be expected to understand and work in accordance with the Company's values and behaviours described below.	
GFA value	Behaviours
Open	Open, transparent and approachable to new ideas and feedback • Obtains and welcomes feedback from participants and volunteers, including from children and young people, to help identify the need for any change of direction, practice, policy or procedure. • Avoids pre-judgement when listening to suggestions from others. • Continuously seeks to improve efficiency and performance.
Honest	To have open, honest communications both internally with colleagues and externally with stakeholders. • Builds loyalty and trust with colleagues and customers • Maintains an individual's self-esteem when interacting with them. • Raises any concerns with line manager, DSO or Mental Health Champion
Inclusive	Promotes and embeds safe, inclusive practices, opportunities and education for all: • Openly collaborates with colleagues, partners and volunteers • Provides equal opportunity to people of different backgrounds, experience and perspective • Fosters an inclusive environment that recognises and values the differences of colleagues and volunteers.
Flexible	Embraces new concepts and ways of working, adapting to the needs of the business and its stakeholders: • Works flexibly to overcome barriers to achieving objectives. • Remains focused, maintaining motivation for the team and for themselves. • Maintains a healthy work-life balance.
Professional	To be knowledgeable, passionate and maintain integrity of business conduct: • Works to achieve an exemplary level of performance • Delivers work outcomes to agreed quality standards and timescales. • Supports and always applies the Glos FA standards of business conduct.

Job description reviewed and modified by:	Matt Boucher – Head of Strategy & Delivery
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Date job description reviewed and modified:	27 th August 2026
Job description authorised by:	David Neale - 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.