



## Job Description and Person Specification

<b>Job title</b>	Participation and Development Manager
<b>Reports to</b>	Head of Strategy and Delivery

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To support delivery of the Gloucestershire FA Business Strategy and The FA Grassroots Strategy</li> <li>To lead, manage, develop and support designated Football Development staff to effectively deliver against Grassroots Strategy KPI's.</li> <li>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.</li> <li>To support, service and develop England Football Accredited clubs to grow and sustain opportunities whilst providing a quality experience for all players across all pathways.</li> <li>To contribute to the effective implementation of Safeguarding Operating Standard for County FAs.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> <li>To comply with County FA (CFA) and FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li> </ul>	
<b>Direct reports</b>	2x Football Development Officers and 1x Football Business Administration Apprentice

<b>Location</b>	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.
<b>Working hours</b>	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. Evening and/or weekend working may be required.
<b>Contract type</b>	Permanent

<b>Responsibilities</b>	
<b>Club Development</b>	
<ul style="list-style-type: none"> <li>Develop and manage positive relationships with 2-star and 3-star England Football Accredited clubs by engaging key club leaders.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>Collaborate with FA Club Consultants to identify needs based on framework insights and design appropriate interventions.</li> <li>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.</li> </ul>	



- 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.

**Participation Development:**

- Develop and deliver an annual action plan to deliver growth and provide high-quality football opportunities across all football pathways, including recreational. (male, female and disability)
- Support the ongoing development of competition and league structures to ensure they meet the needs of all participants and provide opportunities to all communities within the County.
- Develop and monitor strategies that effectively manage player transition from mini-soccer to youth and youth to adult to minimise drop out.

**Safeguarding and Other:**

- To consult the Glos FA Inclusion Advisory Group on key priorities and operational delivery plans.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within Football Development programmes.
- Risk-assess relevant CFA activities for under-18s to ensure that appropriate safeguards are in place.
- Manage and enhance the Association’s Customer Service Support services (Freshdesk)
- Execute tasks as required to meet the Association’s changing priorities.

**Person specification**

**Qualifications**

Essential	Desirable
<ul style="list-style-type: none"> <li>• A degree level qualification or skills / experience of an equivalent standard.</li> <li>• 2 - 3 years’ sports development experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership and Management training or qualification.</li> </ul>

**Skills**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to coach, develop and manage the performance of staff.</li> <li>• Self-motivated with excellent leadership skills and ability to build trust-based relationships.</li> <li>• Exceptional communication, interpersonal and influencing skills.</li> <li>• Strategic thinking and planning skills.</li> <li>• Excellent customer service skills.</li> <li>• Excellent IT skills</li> <li>• Budget management experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use data to monitor and evaluate sports development programmes.</li> <li>• Knowledge of customer service and support programmes</li> <li>• Ability to create reports, budgets and plans</li> </ul>



Knowledge and experience	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Knowledge of grassroots football &amp; its structure</li> <li>• Experience in sports / football development.</li> <li>• Knowledge of how a County FA operates in partnership with The FA.</li> <li>• Knowledge of the The FA's Safeguarding Operating Standard.</li> <li>• Knowledge of and a commitment to equality, diversity and inclusion.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Experience of project management.</li> <li>• Knowledge and understanding of The FA's Grassroots Football Strategy</li> <li>• Experience of working with volunteers.</li> <li>• Team building experience.</li> </ul>
<b>Enhanced DBS Check required?</b>	YES
<b>Full driving licence?</b>	YES

The job holder will be expected to understand and work in accordance with the Association's values and behaviours described below	
Glos FA value	Behaviours
Open	<b>Open, transparent and approachable to new ideas and feedback</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Avoids pre-judgement when listening to suggestions from others.</li> <li>• Continuously seeks to improve efficiency and performance.</li> </ul>
Honest	<b>To have open, honest communications both internally with colleagues and externally with stakeholders.</b> <ul style="list-style-type: none"> <li>• Builds loyalty and trust with colleagues and customers</li> <li>• Maintains an individual's self-esteem when interacting with them.</li> <li>• Raises any concerns with line manager, DSO or Mental Health Champion</li> </ul>
Inclusive	<b>Promotes and embeds safe, inclusive practices, opportunities and education for all:</b> <ul style="list-style-type: none"> <li>• Openly collaborates with colleagues, partners and volunteers</li> <li>• Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>• Fosters an inclusive environment that recognises and values the differences of colleagues and volunteers.</li> </ul>
Flexible	<b>Embraces new concepts and ways of working, adapting to the needs of the business and its stakeholders:</b> <ul style="list-style-type: none"> <li>• Works flexibly to overcome barriers to achieving objectives.</li> <li>• Remains focused, maintaining motivation for the team and for themselves.</li> <li>• Maintains a healthy work-life balance.</li> </ul>
Professional	<b>To be knowledgeable, passionate and maintain integrity of business conduct:</b> <ul style="list-style-type: none"> <li>• Works to achieve an exemplary level of performance</li> <li>• Delivers work outcomes to agreed quality standards and timescales.</li> <li>• Supports and always applies the Glos FA standards of business conduct.</li> </ul>



Gloucestershire FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) enhanced check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

<b>Job description reviewed and modified by:</b>	Matt Boucher
<b>Date job description reviewed and modified:</b>	4 <sup>th</sup> March 2026
<b>Job description authorised by:</b>	David Neale – Chief Executive

<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.