EMPLOYMENT APPLICATION PACK:

Club Development Officer

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- Hampshire FA Strategy
- Our Values

If you would like to discuss the role further or have any questions, please contact:

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WHY WORK FOR HAMPSHIRE FA

We are committed to ***providing a positive culture for our people to thrive*** as part of our 2024-28 strategy. As such and to support our workforce, we offer a range of exciting benefits, including...

+ 25 days leave (plus bank holidays) & an additional day for your birthday
+ Up to two volunteer days per season to support local causes
+ Time off in lieu of out-of-hours working
+ A hybrid working model offering greater flexibility
+ A contributory pension scheme
+ Cycle to Work salary sacrifice scheme
+ SimplyHealth claim back scheme & online GP for your health needs (more info)
+ Support Squad - a group of staff allies who provide support & guidance to peers whilst fostering a positive, safe & inclusive work environment

Club Development Officer

Salary: £26,000 Per Annum **Contract:** Full Time to 30th June 2028 (subject to renewal)

What is the role?

We are looking for someone to work with the England Football Accredited Clubs network in Hampshire and develop Thriving Community Clubs who offer sustainable football experiences across all pathways.

What will you do?

- You will support & develop Thriving Community Clubs in Hampshire
- You will support 2-star & 3-star clubs to realise their full potential
- You will develop positive relationships with stakeholders across the club & league network
- You will develop new ways to improve matchday experiences for all

What do you need?

- The ability to build and maintain working relationships
- The ability to work independently and as part of a team
- The ability to work around challenges by developing new solutions
- The determination to fail forwards - try > fail > learn > repeat

Applications by Wednesday 2nd December 2026:

To apply, complete the online application form. Interviews will take place at Front Lawn Community Hub, PO9 5AN on Thursday 17th December 2026.

We reserve the right to close the application window early should we receive a sufficient number of suitable applications that meet the requirements of the role. Candidates are therefore encouraged to apply early.

Access the form by scanning this QR code with a smartphone:

Or via : https://forms.cloud.microsoft/e/C3XZMKezyb

Hampshire FA

APPLICATION PROCESS

Please see the accompanying **advert & job description, full role profile & person specification** and **supporting information**. These should be used as a guide when completing the application form. The application form can be made available in alternative formats and, should this be required, please contact us to advise of your requirements.

Please complete the application form by clicking here.

If shortlisted, you will be invited to interview for the role. The exact format of the interview will be confirmed with notice of the interview and reasonable adjustments can be made to accommodate any needs you may have.

Hampshire FA have an understanding and commitment to **equality, diversity and inclusion** and would be grateful if you could complete an optional, anonymous equality monitoring form as part of your application. By completing this questionnaire, you are helping us to plan for the future and ensure we recruit from a diverse pool of applicants that are appropriate and relevant to the community we serve.

Please complete the equality monitoring form by clicking here.

Hampshire FA are 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) 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.

Key Dates:

Application Closing date – **Wednesday 2nd December 2026** **(subject to early closure)**
Interview date – **Thursday 17th December 2026** **(In Person @ Front Lawn Community Hub)**

FULL ROLE PROFILE & PERSON SPECIFICATION

Hampshire FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply for all roles.

Job title	Club Development Officer
Reports to	Head of Strategy & Delivery
Job purpose(s)	• To support delivery of The FA Grassroots Football Strategy, Hampshire FA's 'Evolving with the Game' Business Strategy and Hampshire FA's 'Moving the Dial' Equality, Diversity and Inclusion Strategy • 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 support, service and develop England Football Accredited clubs to grow and sustain opportunities whilst providing a quality experience for all players across all pathways. • To contribute to the effective implementation of The FA's Safeguarding 365 Operating Standard for County FAs.
Direct reports	Club Development Intern, Football Development Administrator, 3 x FA Club Consultants
Location	Hampshire FA Hub sites (Winklebury, Stoneham, Front Lawn & KGV) – designated place of work TBC Hybrid Working policy in place (need to link working hours to support direct reports)
Working hours	35 hours a week, regular evening/weekend work required (Flexible options available - job share, part-time)
Contract type	Initial full-time fixed term contract from January 2027 - June 2028 (Further extension subject to funding renewal)
Salary	£26,000 per annum

Roles & Responsibilities:

Representing Hampshire FA	• Actively deliver against Company Values and Behaviours and the Customer Charter • Actively support the challenging of all forms of discrimination in football • Adhere to the Staff code of Conduct
Thriving Community Clubs	• 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 Club Development Reviews for each pillar of the Club Programme Platform • 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 • Deliver workshops and events to drive sustainable club development, including annual Thriving Community Clubs Conference • Adopt a strategic approach to deploying national professional services, FA Club Consultants and Hampshire FA Pathway Football Development Officers to support the growth and sustainability of Thriving Community Clubs • Identify facility development opportunities within Thriving Community Clubs & connect to Hampshire FA Facility Leads • Develop positive relationships with the Men's National League System (NLS) and Women's Football Pyramid (WFP) clubs within Hampshire
Club & League Stakeholders	• Build and maintain relationships with key stakeholders, including FA Club Consultants, the Football Foundation, casual workforce roles and other strategic partners to support the development of Thriving Community Clubs • Collaborate with FA Club Consultants to identify needs based on framework insights and design appropriate interventions • Understand the volunteer workforce requirements within Thriving Community Clubs and work with Coach Development Officer to support clubs with the growth, diversity, retention and celebration of their workforce • Support the adoption of FA technology systems across grassroots football • Strategically lead England Football Accreditation renewals process

Improving Matchday Behaviour	• Lead Hampshire FA Matchday Behaviours Working Group • Support delivery of Hampshire FA Behaviour Improvement Programme • Work with 2-star and 3-star England Football Accredited clubs to pilot initiatives to improve matchday behaviour
Safeguarding	• Support maintenance of FA safeguarding 365 operating standards and ensure that the safeguarding of young and vulnerable people is always prioritised • Carry out appropriate Safeguarding Risk Assessments for any activities delivered • Ensure that all participants and their families are aware of how/encouraged to report any safeguarding concerns they might have • Listen to and consult with under-18s on their experiences of grassroots football as part of the Hampshire FA youth engagement strategy
Equality, Diversity & Inclusion	• Use national and local data, research and customer insight to support clubs to diversify participation • Support the development of inclusive football clubs • Support Hampshire FA compliance with The FA's 'A Game for All' Standard for County FA's
Finance	• Manage allocated budget and adhere to finance protocols, processing payments and invoices as required • Identify funding opportunities for grassroots football and provide appropriate advice and support to applicants

	Skills	**Knowledge/Experience**
Essential (Required to fulfil role)	• Ability to work strategically with colleagues, clubs and partner organisations • Ability to plan, set and achieve objectives to deadlines • IT skills, including the use of Microsoft Office applications • Ability to work independently and as part of a team • Time management and prioritisation • Problem-solving and decision-making • Communication and presentation skills • Ability to use data to monitor and evaluate programmes • Influencing skills to champion change	• Educated to A Level or equivalent • Practical experience of sports/football/ club development • Experience of developing relationships with volunteers or volunteer led organisations • Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding • Provision of excellent customer service
Non-Essential (Beneficial but can be accumulated once in the role)	• Developing networks and relationships with a variety of stakeholders • Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of participants • Capability to create multiple reports, budgets and plans • Budget management	• Knowledge of The FA's Grassroots Football Strategy • Knowledge of structure and partner organisations within football (nationally and locally) • Previous lien management experience • Experience of project management • Experience of utilising mapping programmes to support strategic and logistical planning • Knowledge and understanding of working with volunteers • Knowledge of The FA coaching qualification framework

Application Deadline:	Wednesday 2nd December 2026 (Subject to early closure)
Interviews to be held (In Person):	Thursday 17th December 2026 (In person @ Front Lawn Community Hub)

SUPPORTING INFORMATION

Hampshire FA Strategy | EVOLVING WITH THE GAME



Our **Evolving with the Game** strategy has been formed with the needs of our community in mind and centres around 12 clear member priorities that were identified through consultation. We believe that by focusing on these 12 key areas we will achieve success across all strategic objectives, provide the best possible service to our community and realise our purpose of **Creating Opportunities for Our Game to Evolve & Thrive**.

Both football and the Hampshire community are continuously changing so it is important that Hampshire FA adapts with it. We aim to be a modern County FA that acts in balance as both a local governing body for our game and a high-quality football service provider. We are confident that this unique combination will help to ensure football in Hampshire goes from strength to strength over the next four years and beyond.

To find out more about the 12 member priorities and our strategy in general, visit the dedicated page on our website:

https://www.hampshirefa.com/about/evolving-with-the-game

SUPPORTING INFORMATION

Hampshire FA | OUR VALUES



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KING GEORGE V FOOTBALL COMPLEX

: 01256 853000
: KingGeorgeV@HampshireFA.com
: @KingGeorgeVHFA
Mon-Fri 8:30am – 10:00pm
Sat-Sun 8:30am – 5:30pm

FRONT LAWN COMMUNITY HUB

: 02393 879998
: FrontLawn@HampshireFA.com
: @FrontLawnHFA
Mon-Fri 8:30am – 10:00pm
Sat-Sun 8:30am – 5:30pm

STONEHAM LANE FOOTBALL COMPLEX

: 01604 345020
: Stoneham@HampshireFA.com
: @StonehamLaneHFA
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Sat-Sun 8:30am – 6:00pm

WINKLEBURY FOOTBALL COMPLEX

: 01256 853000
: Winklebury@HampshireFA.com
: @WinkleburyHFA
Mon-Fri 8:30am – 10:00pm
Sat-Sun 9:00am – 6:00pm

Hampshire FA