

**FOR ALL**

Job Description and Person Specification

Job title	Football Development Assistant
Reports to	Football Development Manager

Job purpose(s)	
<ul style="list-style-type: none">To support delivery of The FA Grassroots Football Strategy and the Herefordshire FA Business Strategy.To assist in the efficient running of the Football Development department.To support the Herefordshire Schools FA as Schools Coordinator.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	N/A

Location	The Herefordshire FA Offices, Ted Powell Building, County Ground, Widemarsh Common, Hereford, HR4 9NA. In addition, the opportunity to work from home may be reviewed, considered and agreed, where applicable, on a case by case basis.
Working hours	16 Hours per week
Contract type	Fixed Term

Responsibilities
<ul style="list-style-type: none">Support the Herefordshire Schools FA as Schools Coordinator (responsible for competitions and development).Support the Football Development team to successfully deliver externally funded projects (pre-event planning, event delivery and event reporting)Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within football development programmes.Risk-assess all Herefordshire FA events and activity for under-18s and where the Herefordshire FA 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.Listen to and consult with under-18s on their experiences of grassroots football as part of the Herefordshire FA youth engagement strategy.Utilise the feedback from under-18s 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 (FA Events, Whole Game System, Matchday app and Full-Time).Support club and league secretaries with football development programmes and provide updates where necessary.Support the club and league accreditation (FA Charter Standard) renewal process and ensure safeguarding requirements are met.



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- Ensure that grassroots football is inclusive, diverse and reflective of local communities.
- Work in partnership with the Referee Development Officer to support the recruitment, retention and development of referees.
- Use national and local data, research and customer insight to increase participation in grassroots football.
- Support the organisation of safeguarding and coaching courses.
- Provide administration support to safeguarding programmes, activities, events and communications.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Herefordshire FA and grassroots football.
- Execute tasks as required to meet the Herefordshire FA changing priorities.

Person specification

Qualifications

Essential

- GCSEs at Grade C (or equivalent) in English and Maths.

Desirable

- A qualification in sports development.

Skills

Essential

- Ability to work independently and as part of a team.
- Excellent organisational skills and the ability to prioritise workload effectively.
- Excellent problem-solving and decision-making skills.
- Ability to communicate effectively and in a manner appropriate to the audience.
- Commitment to delivering exceptional standards of customer service.
- Excellent IT skills, including the use of Microsoft Office applications.
- Attention to detail and an ability to manage accurate recording and reporting of information.

Desirable

Knowledge and experience

Essential

- Practical experience of sports/football development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.

Desirable

- Knowledge of The FA coaching qualification framework.
- Knowledge of The FA's Grassroots Football Strategy.
- Knowledge and understanding of working with volunteers.

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<ul style="list-style-type: none">Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.	
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
PROGRESSIVE	Embraces new thinking in pursuit of continuous improvement: <ul style="list-style-type: none">Identifies the need for, and actions change in direction, practice, policy or procedure.Questions the way things are done and takes informed risks.Continuously seeks to improve efficiency and performance.
RESPECTFUL	Sets the standards for respectful behaviour across the game: <ul style="list-style-type: none">Maintains people's self-esteem when interacting with them.Avoids pre-judgement when listening to suggestions from others.Seizes the opportunity to apply FA standards at all times.
INCLUSIVE	Champions and ensures that football is, and will remain, a game for <i>everyone</i>: <ul style="list-style-type: none">Openly collaborates with colleagues and partners in the gameProvides equal opportunity to people of different backgrounds, experience and perspectiveSeeks out and embraces new ways of thinking and working.
DETERMINED	Tenacious and accountable. Serving the whole game and doing the right thing: <ul style="list-style-type: none">Works relentlessly to overcome roadblocks or obstacles to achieve the goal.Remains focused on seeing agreed goals through to completion taking pride in their work.Maintains motivation for their team and themselves.
EXCELLENT	The very best outcome achieved by sustained excellence in performance: <ul style="list-style-type: none">Seeks to achieve the highest levels of performance at all times.Persistent to achieve a standard that others consider impossible.Challenges others to go further and achieve more.

Job description reviewed and modified by:	Alan Darfi
Date job description reviewed and modified:	16 April 2020
Job description authorised by:	Alan Darfi

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