**Job Description and Person Specification**

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| **Job title** | Football Development Volunteer |
| **Reports to** | Football Development Manager |

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| **Job purpose(s)** | |
| * To support delivery of The FA National Game Strategy and the Herefordshire FA Business Strategy. * To support the Football Development team. * To support the delivery of the Herefordshire FA Player Development Centres. * To support the Herefordshire FA Facilities lead on the writing of grant bids. * 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 |

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| **Location** | Herefordshire FA, Widemarsh Common, Hereford, HR4 9NA. |
| **Working hours** | Friday 8:00 - 16:00 |
| **Contract type** | Volunteer Role |

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| **Responsibilities** |
| **Football Development**   * To provide support to the Football Development team. * Support the Football Development Officers with the administration and delivery of the Player Development Centres. * Support the Football Development Manage with the writing of grant funding applications. * Support the collaboration with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within Football Development programmes. * Support the risk-assessment of 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. * Support the listening to and consulting with under-18s on their experiences of grassroots football as part of the Herefordshire FA Youth Engagement Strategy. * Utilising 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 Learning, FA Events, Whole Game System, Matchday app and Full-Time). * 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. |

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| **Person specification** | |
| **Qualifications** | |
| **Essential**   * A degree level qualification or two years’ sports development experience. | **Desirable** |
| **Skills** | |
| **Essential**   * Strategic thinking and planning skills. * Self-motivated with ability to build trust-based relationships. * Excellent internal and external stakeholder relations and customer service skills. * Exceptional communication, interpersonal and influencing skills. * Effective report-writing and presentation skills. * Effective prioritisation and time management skills. * Excellent IT skills, including the use of Microsoft Office applications. * Excellent problem-solving and decision-making skills. * Ability to use data to monitor and evaluate programmes. | **Desirable** |
| **Knowledge and experience** | |
| **Essential**   * Knowledge of how the County FA operates in partnership with The FA. * Knowledge of and commitment to equality, diversity and inclusion. * Knowledge of the The FA’s Safeguarding Operating Standard. * Experience of monitoring and evaluation of programmes. * Knowledge of good people management practice. | **Desirable**   * Knowledge and understanding of The FA’s National Game Strategy and how the County FA business plans support its delivery. * Knowledge and understanding of working with volunteers. |
| **Enhanced DBS Check required?** | YES |
| **Clean, full driving licence?** | YES |

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| **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:**   * 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:**   * 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 *everyone:***   * Openly collaborates with colleagues and partners in the game * Provides equal opportunity to people of different backgrounds, experience and perspective * Seeks out and embraces new ways of thinking and working. |
| DETERMINED | **Tenacious and accountable. Serving the whole game and doing the right thing:**   * 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:**   * Seeks to achieve the highest levels of performance at all times. * Can be persistent to achieve a standard that others consider impossible. * Challenges others to go further and achieve more. |

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| **Job description reviewed and modified by:** | Dan Chance |
| **Date job description reviewed and modified:** | 4 June 2021 |
| **Job description authorisedby:** | Dan Chance |

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| **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.