**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.
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| **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.
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| **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.
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| 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.
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| 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.
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| 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.
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| 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.