

Job Description: Head of Football Development and Investment

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| Role | Head of Football Development and Investment |
| Contract Type | Permanent |
| Hours per week | Full Time (35 Hours Per Week) |
| Starting Salary | £35,000 per annum (subject to negotiation) |
| Location | Hertfordshire FA offices with occasional travel across the County |
| Reports to | Chief Executive |

Role purpose:

- Effectively lead the day to day delivery of the Hertfordshire FA Football Development priorities and targets in partnership with The Football Association and key stakeholders.
- To lead the delivery of the National Game Strategy in Hertfordshire
- To lead and manage the delivery of the County FA Facility and Investment priorities in partnership with key stakeholders.

Key Accountabilities & Responsibilities:

- Effectively lead, manage and develop the Football Development team to deliver the Hertfordshire FA strategic plan targets. Including increasing participation opportunities for female and male, players, coaches, referees and volunteers.
- Ensure appropriate safeguarding measures are embedded in all activity across the organisation
- Strategic area wide planning County wide football partnerships, effectively engaging leagues, clubs, local authorities, health, etc. to develop holistic delivery and workforce plans and maximising resources and technology.
- Use national and local insight to develop and deliver programmes and services to customers that meet customer expectations.
- Effectively manage and administer budgets and resources, providing monthly reports and delivering results on time and within budget.

- Oversee the development of clubs and leagues in order to meet the modern needs of players.
- Oversee the Coach Education programme to provide qualifications for the football workforce
- Develop a culture of performance management and maximise the use of resources
- To lead on the development of football facilities across the county in partnership with The FA and the Football Foundation and support and assess new facility projects
- Lead on the development of Local Facility Football Plans across Hertfordshire in partnership with local authorities in order to identify long term facility investment opportunities.
- Support Local Authorities in developing their Playing Pitch Strategies and highlight long term investment opportunities to support future growth in participation.
- Support the production of strategies, operational and project plans and monitor and evaluate all programmes and report progress to CEO, Board, The FA and other partners
- Lead on embedding inclusion and equality across the organisation working closely with the Inclusion Advisory Board (IAG)
- Be part of the Senior Management Team working with other department leads and Board Members.
- Promote the activities of the Hertfordshire Football Association
- To support the delivery of other key areas of the business as required

Experience:

| Essential | Desirable |
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| <ul style="list-style-type: none"> • Significant experience of strategic Sports and/or Football Development • Experience of Safeguarding policies and procedures • Experience of working with and influencing partner organisations to deliver strategic plans that have resulted in sustainable and clear outcomes • Knowledge and experience of using modern communication platforms to market promote and celebrate the work of the Association • Proven track record of effectively managing staff and teams • Ability to monitor and evaluate | <ul style="list-style-type: none"> • Knowledge of funding agencies and experience of funding bids • Knowledge of the structure and organisations within football and sport and specifically the landscape of football in Hertfordshire including Professional club activities • Sports/Management qualification • Experience of running a grassroots club or league • Demonstration of Equality in action • Knowledge and experience of the development and protection of sports facilities |

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| <p>programme delivery across a diverse range of subjects</p> <ul style="list-style-type: none"> • Demonstrate a working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice • Experience of delivering presentations and workshops to wide and diverse stakeholders to influence positive change • Experience of managing budgets effectively • Able to multi-task and with results on time and within budget • Experience of report writing, ability to use emails and Microsoft Office including Word, PowerPoint and Excel • An open minded approach to learning and self-development • Driving licence | |
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The successful candidate must be able to demonstrate a commitment to our core values as an organisation, which are:

- Trust
- Respect
- Teamwork
- Efficiency
- Honesty

Further information:

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities, skills, experience and behaviours might differ from those outlined and other duties, as assigned, might be part of the job.

As this role involves direct access to young persons under the age of 18, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Football Association DBS check to ensure their suitability for the role.