



# Role Profile

|                   |  |                    |   |               |     |
|-------------------|--|--------------------|---|---------------|-----|
| <b>Job Title:</b> | Football Development Officer (Part Time – Maternity Cover) | <b>Reports To:</b> | Head of Football Development & Investment | <b>Grade:</b> | N/a |
|-------------------|--|--------------------|---|---------------|-----|

|  |     |
|--|-----|
| <b>Role Purpose:</b>   |     |
| To support the delivery of the National Game Strategy in the CFA in partnership with key stakeholders, within an identified geographical area. |     |
| To be the county lead for North Hertfordshire, St Albans and Hertsmere, supporting other FDOs to increase their knowledge in this area         |     |
| <b>Direct Reports:</b>   | N/A |


|   |  |
|---|--|
| <b>Key Accountabilities:</b>  |  |
| <ul style="list-style-type: none"><li>• Understand your role in the safeguarding of children and adults at risk, offering appropriate advice and guidance as required.</li><li>• Develop and deliver programmes to sustain and grow the player/team base of all formats of football</li><li>• Develop positive interventions to raise awareness and increase participation for women's and under-represented groups.</li><li>• Analyse teams, leagues and participation data available, to increase capacity in potential growth areas.</li><li>• Develop and support Adult and Youth Leagues in order to provide the most appropriate club competition structure within the County</li><li>• Deliver a clubs services programme providing a range of training and support services for all areas of club development</li><li>• Work pro-actively with the Governance Team and local Leagues to identify clubs and teams at risk of folding and provide support to retain teams.</li><li>• Source additional investment that will support/compliment the objectives relating to sustaining and growing the game within the County</li><li>• Work closely with the other FDOs in the team to share challenges and good practice and ensure a level of consistency of service.</li><li>• Implement programmes to assist players from under represented groups to progress through the player pathway</li><li>• Work with the Head of Football Development and Investment, to devise an annual delivery plan including budgets, targets and timeframes.</li><li>• Support the effective management of affiliation data through the County Administration System by reviewing the accuracy of data, for example in participation reports. Work with the Governance Team to ensure data is updated and remains accurate.</li><li>• Support the recruitment, retention and development of volunteers</li><li>• Work with the County Referees Development Officer and Coach Development Officer to support the recruitment, retention and development of Referees and Coaches</li><li>• Support grass roots clubs to promote the game</li><li>• Support the delivery of targeted FA campaigns</li><li>• Positively raise the profile and the perception of the CFA in leading and developing grass roots football</li><li>• Utilise data and good practise examples to positively promote the game with/through partners and media outlets</li><li>• Work with the Marketing and Communications Officer to promote activity across our communication platforms</li></ul> |  |
| <b>General</b>  |  |
| <ul style="list-style-type: none"><li>• Represent the Association at relevant local, regional and national meetings and conferences</li><li>• Undertake any other duties reasonable requested by your line manager or CEO</li></ul>   |  |

**Living the CFA Group Values through Our Behaviours**

|   |
|---|
| <b>FA Behaviours:</b>   |
| <ul style="list-style-type: none"> <li>• <b>Progressive</b> - We embrace new thinking in the pursuit of continuous improvement<br/>Innovation, Creative, Future thinking, Ground-breaking, Problem Solving, Challenge</li> <li>• <b>Respectful</b> - We set the standards for respectful behaviour across the game<br/>Maintaining Standards, Role modelling, Respecting others' opinions and values</li> <li>• <b>Inclusive</b> - We champion and ensure that football is and will remain a game for everyone<br/>Championing, Supporting, Including, Leading, Collaborative</li> <li>• <b>Determined</b> - We are tenacious and accountable to each other in serving the whole game and doing the right thing<br/>Driven, Stamina, Tenacious, Focused, Resilient</li> <li>• <b>Excellent</b> - The very best outcome can only be achieved by sustained excellence in performance<br/>Be the best you can be, Striving for success, Excelling, Exceeding expectations</li> </ul> |
| <b>County FA Behaviours:</b>  |
| <ul style="list-style-type: none"> <li>• <b>Trust</b> – I trust my colleagues to deliver with quality</li> <li>• <b>Respect</b> – I respect the opinion of those around me</li> <li>• <b>Teamwork</b> – I will listen and empathise to build trusted relationships</li> <li>• <b>Efficiency</b> – I will encourage new and simple ways of working</li> <li>• <b>Honesty</b> – I work transparently and confidentially</li> </ul>  |

|  |   |
|--|---|
| <b>Essential Skills:</b>   | <b>Desirable Skills:</b>  |
| <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Graduate/ Graduate calibre</li> <li>▪ Knowledge and understanding of football structures and development pathways at local, regional and national level</li> <li>▪ Knowledge of The FA's National Game Strategy</li> <li>▪ Commitment to sports equality and knowledge of the barriers facing underrepresented groups, particularly those with a disability</li> <li>▪ Demonstrates a working understanding of inclusion, equality and anti- discrimination, safeguarding and best practice</li> <li>▪ Knowledge of relevant funding agencies</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ Minimum 2 years practical experience of Sports / Football Development</li> <li>▪ Interest and passion for football</li> </ul> <p><b>Technical Skills</b></p> <ul style="list-style-type: none"> <li>▪ Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes</li> <li>▪ Project management skills and experience – to plan, set and achieve objectives within strict deadlines</li> <li>▪ Excellent IT skills</li> <li>▪ Excellent communication skills using traditional, modern and emerging media</li> <li>▪ Experience of monitoring and evaluation of programmes</li> <li>▪ Driving licence</li> </ul> | <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Sports development / other relevant qualification</li> <li>• Knowledge of the service providers that support people with within the County FA locality</li> <li>• An understanding of the challenges associated with running football clubs and leagues</li> </ul> |
| <b>Enhanced CRC Check Required:</b>  | YES   |
| <b>Clean Full Driving Licence:</b>   | YES   |

|                          |             |
|--------------------------|-------------|
| <b>Created by:</b>       | Steve Maker |
| <b>Date Role Profile</b> | 03/05/2019  |

|                               |   |
|-------------------------------|---|
| <b>Created:</b>               |   |
| <b>Signed by Role Holder:</b> |  |