

## Job Description and Person Specification

<b>Job title</b>	Football Development Officer (Female Pathway)
<b>Reports to</b>	Head of Football Development & Investment

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To support delivery of The FA Grassroots Football Strategy, the Hertfordshire FA Operational Plan and Key Performance Indicators.</li> <li>To drive implementation of The FA's 'Inspiring Positive Change Strategy' for Women's and Girls football.</li> <li>To display, evidence and fulfill the values of Hertfordshire FA.</li> <li>To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> <li>To work strategically to implement change that will grow participation opportunities for female football in Hertfordshire.</li> </ul>	
<b>Direct reports</b>	None

<b>Location</b>	Flexible working options available, with a minimum of two to three days based at Hertfordshire FA, Baldock Road, Letchworth, SG6 2EN. Travel across Hertfordshire as required for the role.
<b>Working hours</b>	35 hours per week. Some evening and weekend work may be required to support the requirements of the role.
<b>Contract type</b>	Full time, Permanent.
<b>Salary</b>	£25-27,500 (variable, dependent on experience)

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>Support and drive the development of grassroots football within Hertfordshire.</li> <li>Work in collaboration with colleagues and key partners to support the growth and development of football in Hertfordshire.</li> <li>Deliver a growth in the number of opportunities for females within England Accredited Clubs and Leagues, both on and off the field.</li> <li>Develop affiliated female football within Hertfordshire, by supporting England Accredited Clubs and Leagues to improve the offer across the female pathway.</li> <li>Be an effective team member who is ready to collaborate and have a positive impact on your colleagues, whilst being a positive advocate of the values of Hertfordshire FA.</li> <li>Collaborate with the Designated Safeguarding Manager in all matters involving safeguarding and poor practice within youth and open age football.</li> <li>Risk-assess all Hertfordshire FA events and activity for under-18s or adults at risk, and where Hertfordshire FA directly employs or deploy under-18 referees, coaches, or volunteers to ensure that appropriate safeguard measures are in place.</li> <li>Listen to and consult with those involved in the female pathway to ensure the appropriate playing opportunities are in place.</li> <li>Contribute to ensuring that safeguarding and equality are embedded throughout Hertfordshire FA and grassroots football.</li> <li>Develop, support, and grow female football provision, with a focus on creating innovative solutions.</li> <li>Use insight and data to prioritise work and inform decisions linked to the Hertfordshire FA Strategy.</li> <li>Ensure that female football is inclusive, diverse, and reflective of local communities.</li> <li>Lead and deliver the Hertfordshire FA Women's and Girls Committee on key priorities and developments.</li> <li>Ensure that the development of the female game is embedded within the Hertfordshire FA Strategy and work strategically to support the growth and retention of players.</li> </ul>	

- Collaborate with colleagues on areas such as Girls' Football School Partnerships, FA Programmes, Coach and Referee Development to ensure the growth of opportunities for Women & Girls extends beyond the on-field activities.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, FA Events, Matchday app, Club Portal and Full-Time).
- Raise the profile of female football within the work delivered by Hertfordshire FA.
- Undertake any other duties reasonable requested by your line manager or the Association.

### Knowledge/Experience/Technical Skills

#### Essential

- Educated to A Level or equivalent qualifications.
- Ability to work strategically with colleagues and partner organisations to support the Hertfordshire FA Operations Plan.
- Experience of contributing to a positive workplace culture.
- Experience of Safeguarding Policies and Procedures.
- Project management skills and experience- to plan, set and achieve objectives to deadlines.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills.
- Ability to be creative, problem-solve and make efficient decisions.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Capacity to analyse and understand data to identify priorities for work programmes.
- Influencing skills to champion change.
- Passionate about working in women's and girls' football.
- Knowledge of The FA's Inspire Positive Change Strategy for Women's and Girls' football.
- Knowledge of the structure and partner organisations within football both nationally and within the County FA locality.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination, and safeguarding.
- Knowledge of The FA Programmes available to develop female participation.

#### Desirable

- Two years' sports development experience.
- A degree level qualification.
- In-date FA Safeguarding Children and FA Safeguarding Adults qualifications.
- Experience of developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Skilled in creating, delivering, and maintaining pathways which support the growth, transition, and retention of players.
- Capability to create multiple reports, budgets, and plans.
- Knowledge/experience of grassroots football.
- Understanding of working with volunteers.
- Knowledge of Safeguarding 365 and requirements of the County FA.
- Experience of using Power BI or data analysis tools.
- Knowledge and understanding of working with and supporting volunteers.
- Knowledge of The FA's National Game Strategy.
- Knowledge and understanding of the barriers to participation faced by females.
- Knowledge and understanding of the infrastructure and networks that exist within education, recreation, competition, and talent that can support the development of women's and girls' football.

**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**

<b>FA value</b>	<b>Behaviours</b>
Trust	<ul style="list-style-type: none"><li>• I trust my colleagues to deliver quality work.</li><li>• I trust my colleagues to display behaviours in line with these values.</li></ul>
Respect	<ul style="list-style-type: none"><li>• I respect the opinions of those around me.</li><li>• I respect myself, the those I work with in a professional manner.</li></ul>
Teamwork	<ul style="list-style-type: none"><li>• I will listen and empathise to build trusted relationships.</li><li>• I contribute to a positive workplace culture.</li></ul>
Efficiency	<ul style="list-style-type: none"><li>• I will encourage new and simple ways of working.</li><li>• I will work efficiently and maintain high standards.</li></ul>
Honesty	<ul style="list-style-type: none"><li>• I work transparently and confidentially.</li><li>• I am honest in the way I act and behave.</li></ul>

<b>Job description reviewed and modified by:</b>	Steve Maker
<b>Date job description reviewed and modified:</b>	9 <sup>th</sup> May 2024
<b>Job description authorised by:</b>	Karl Lingham (CEO)

<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	