



Job Description and Person Specification

Job title	Football Development Officer (Equality & Inclusion)
Reports to	Head of Football Development & Investment

Job purpose(s)	
<ul style="list-style-type: none">• To support delivery of The FA Grassroots Football Strategy and the Hertfordshire FA Business Strategy.• To ensure the Hertfordshire FA is reflective and representative of the County demographics.• To strategically co-ordinate and support the delivery of the Hertfordshire FA Inclusion Advisory Group and work towards achieving The FA's 'A Game for All' standard.• To display evidence and fulfil the values of Hertfordshire FA.• To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs.• To support the adoption of FA technology systems across grassroots football.	
Direct reports	N/A

Location	Hertfordshire FA, The County Ground, Baldock Road, Letchworth, Herts, SG6 2EN. This role will also require some travel within Hertfordshire and occasional travel across England. Flexible working available, with office attendance on Wednesdays.
Working hours	21 hours per week (3 days per week), with occasional evenings and weekends required to fulfil the requirements of the role.
Salary	£15,000 per annum.
Contract type	Maternity Cover Fixed Term 12-month contract.
Right to Work	You must have the right to work in the UK for the full duration of this contract.

Responsibilities	
<ul style="list-style-type: none">• Represent Hertfordshire FA with internal and external stakeholders, campaigners and networking groups, positively engaging, and informing on equality, diversity and inclusion targets and activities.• Work with staff across departments to develop an Equality, Diversity and Inclusion strategy to support the delivery of diversity and inclusion targets.• Work with the Hertfordshire FA Inclusion Advisory Group to consult on strategic plans and engage to provide advocates for diversity and inclusion activities.• Lead the creation of an annual external report on the progress of the Hertfordshire FA Diversity Inclusion Action Plan (including published targets).• Establish constructive working relationships with the key stakeholders and develop regular contact to promote collaboration and sharing of good practice.• Lead on the FA Dispensation process for players in Hertfordshire, to ensure the game is a place For ALL (participants and volunteers).• Collaborate across the team to support the recruitment of volunteers from all communities living in Hertfordshire.• Support the increase in opportunities for disability football to thrive in Hertfordshire, through targeted work with our league and club network.	



- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults, including those involved in our disability pathway.
- Risk-assess all Hertfordshire FA events and activity for under-18s and where the Hertfordshire FA directly employ or deploy under-18 referees, coaches, and volunteers to ensure 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.
- Recognise the additional vulnerability of some groups of children and young people e.g. those with disabilities; refugees or those who identify as LGBTQ+ as examples.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Use national and local data, research and customer insight to drive players participation in grassroots football so the number of barriers to participate are reduced and anyone can access the game where and when they want.
- Ensure the Hertfordshire FA achieves The FA 'A Game for All' standard.
- Contribute to ensuring that safeguarding, inclusion and equality are embedded throughout Hertfordshire FA and grassroots football.
- Execute tasks as required to meet the Hertfordshire FA changing priorities.

Person specification

Qualifications

Essential

- Educated to A Level or equivalent.

Desirable

- A relevant degree qualification
- A qualification or training undertaken in Equality, Diversity & Inclusion.

Skills

Essential

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Excellent IT skills, including the use of Microsoft Teams and Microsoft applications.
- Ability to work independently and as part of a team.
- Outstanding communication and presentation skills.
- Excellent time management and prioritisation skills.
- Excellent problem-solving and decision- making skills.
- Exceptional customer service.
- Report-writing skills.

Desirable

- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities
- Experience in sports development or equality, diversity and inclusion.
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.
- Capability to create multiple reports, budgets and plans
- Ability to use data to monitor and evaluate programmes.
- Budget management skills.



Knowledge and experience	
Essential <ul style="list-style-type: none"> • Practical experience of sports or football development • Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. • Knowledge and understanding of working with volunteers. • Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. 	Desirable <ul style="list-style-type: none"> • Knowledge of The FA's Grassroots Football Strategy and the National Facility Strategy • Practical experience as a Committee Member of a Grassroots Club, League, or other organisation. • Experience of project management. • Experience of utilising mapping programmes to support strategic planning. • Knowledge of The FA qualification framework.
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	
FA value	Behaviours
Trust	I trust my colleagues to deliver quality work. I trust my colleagues to display behaviours in line with these values.
Respect	I respect the opinions of those around me. I respect myself, the those I work with in a professional manner.
Teamwork	I will listen and empathise to build trusted relationships. I contribute to a positive workplace culture.
Efficiency	I will encourage new and simple ways of working. I will work efficiently and maintain high standards.
Honesty	I work transparently and confidentially. I am honest in the way I act and behave.

Job description reviewed and modified by:	Head of Football Development & Investment
Date job description reviewed and modified:	27/03/26
Job description authorised by:	S. Maker

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.