

## Job Description and Person Specification



<b>Job title</b>	Head of Football Development & Investment
<b>Reports to</b>	Chief Executive Officer

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To lead the delivery of The Hertfordshire FA Grassroots Football Strategy and Local Football Facility Plans.</li> <li>To lead and manage the delivery of the facility and investment priorities across Hertfordshire, in partnership with key stakeholders.</li> <li>To manage the Football Development team to achieve targets and to successfully continue to grow, develop and sustain opportunities to participate in football across Hertfordshire.</li> <li>To lead the Football Development team to effectively implement a safe, inclusive and diverse culture for football in Hertfordshire.</li> <li>To actively lead through the values of Hertfordshire FA and contribute to a positive team culture.</li> <li>To manage internal and external relationships for the benefit of football in Hertfordshire.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> </ul>	
<b>Direct reports</b>	Football Development Officers x 9

<b>Location</b>	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 a minimum attendance of 2 days per week in the office (inclusive of Wednesday).
<b>Working hours</b>	35 hours per week, with evenings and weekends required to fulfil the requirements of the role.
<b>Salary</b>	£38,000 - £42,000 per annum (dependent on experience)
<b>Contract type</b>	Permanent.
<b>Right to Work</b>	You must have the right to work in the UK for the full duration of this contract.

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>Work as part of the Senior Management Team to effectively manage the needs of the business.</li> <li>Effectively lead and manage the Football Development team to deliver the targets within the Hertfordshire FA Strategic Plan. This includes participation opportunities, Thriving Community Clubs, improving grass pitches, coaches, volunteers and referees.</li> <li>Manage the performance of the Football Development Team and drive a culture of continued development using available resources.</li> <li>Ensure high standards of safeguarding are embedded in all activities across the organisation.</li> <li>Support the Designated Safeguarding Officer in all matters involving under-18s and adults, including those involved in our disability pathway.</li> <li>Establish strategic working relationships with the key stakeholders and develop regular contact to promote collaboration and sharing of good practice.</li> <li>Effectively manage and plan annual budgets and resources for Football Development, reviewing budgets monthly to ensure they are on track.</li> <li>Oversee the development of England Accredited clubs and leagues to meet the modern needs of today's society.</li> <li>To lead the strategic development of football facilities across Hertfordshire, in partnership with The FA and Football Foundation.</li> </ul>	

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- Lead on the continued review of Local Football Facility Plans for each Local Authority in Hertfordshire, in partnership with the relevant partners and to identify long term opportunities for facility investment.
- Support each Local Authority with the development of their Playing Pitch Strategy, Local Plans and development of long-term investment strategies to support future growth in participation and their own health agenda.
- Support and inform the Football Foundation and Sport England planning teams with regards to planning applications and protection of playing pitches in Hertfordshire.
- Support the production of strategies, operational and project plans. Monitor and evaluate all programmes and produce progress reports to the CEO, Board, The FA and key stakeholders.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems.
- Use national and local data, research and customer insight to drive players participation in grassroots football so the number of barriers to participate or be involved are reduced and anyone can access the game where and when they want.
- Represent the Executive on the Inclusion Advisory Group (IAG) and, where appropriate, at Committee meetings.
- Ensure the Hertfordshire FA achieves The FA 'A Game for All' standard, FA Code of Governance and NSPCC S365 Safeguarding assessment.
- Contribute to ensuring that safeguarding, inclusion and equality are embedded throughout Hertfordshire FA and grassroots football, working closely with the Inclusion Advisory Group.
- Execute tasks as required to meet the Hertfordshire FA changing priorities.

### Person specification

#### Qualifications

##### Essential

- Educated to A Level or equivalent.

##### Desirable

- A relevant sports degree qualification or equivalent.
- A qualification or training undertaken in Senior Management.

#### Skills

##### Essential

- Enhanced ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Experienced at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Proven track record of effectively managing people within a team setting.
- Demonstrate a proven track record of creating a working environment that applies a culture or inclusion, equality, anti-discrimination, safeguarding and sharing of best practice.
- Excellent IT skills, including the use of Microsoft Teams and Microsoft applications.
- Ability to use data to monitor and evaluate programmes.
- Ability to work independently and as part of a team.

##### Desirable

- Experience in sports development and strategy planning.
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.
- Ability to Chair a meeting.
- Capability to manage conflict and difficult conversations.
- Skilled in managing complex relationships and partnerships.

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<ul style="list-style-type: none"> <li>Outstanding communication and presentation skills.</li> <li>Capability to create multiple reports, budgets and plans</li> <li>Excellent time management and prioritisation skills.</li> <li>Excellent problem-solving and decision- making skills.</li> <li>Exceptional customer service.</li> </ul>	
<b>Knowledge and experience</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>2-5 years' experience in a role involving strategic Sports/Football Development.</li> <li>Practical experience of sports or football development.</li> <li>Experience of Safeguarding policies and procedures.</li> <li>Extensive project management skills and experience – to plan, set and achieve objectives to deadlines.</li> <li>Knowledge of The FA's Grassroots Football Strategy and the National Facility Strategy.</li> <li>Knowledge and understanding of working with volunteers.</li> <li>Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>Practical experience as a Committee Member of a Grassroots Club, League, or other organisation.</li> <li>Experience of utilising mapping programmes to support strategic planning.</li> <li>Knowledge of The FA qualification framework.</li> </ul>
<b>Enhanced DBS Check required?</b>	YES
<b>Clean, full driving licence?</b>	YES

<b>The job holder will be expected to understand and work in accordance with the values and behaviours described below</b>	
<b>FA value</b>	<b>Behaviours</b>
<b>Honesty</b>	I lead with honesty. I work transparently and confidentially. I am honest in the way I act and behave.
<b>Efficiency</b>	I demonstrate efficiency through my working practice. I will encourage new and simple ways of working. I will work efficiently and maintain high standards.
<b>Respect</b>	I respect the views and opinions of those I work with. I respect the opinions of those around me. I respect myself, the those I work with in a professional manner.
<b>Trust</b>	I trust my team to deliver on their promises. I trust my colleagues to deliver quality work. I trust my colleagues to display behaviours in line with these values.
<b>Teamwork</b>	I encourage a collaborative approach to working. I will listen and empathise to build trusted relationships. I contribute to a positive workplace culture.

# Job Description and Person Specification



<b>Job description reviewed and modified by:</b>	Head of Football Development & Investment
<b>Date job description reviewed and modified:</b>	21/05/26
<b>Job description authorised by:</b>	 R. Smith

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

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.