



Hertfordshire FA

Recruitment Pack: Head of Football Development & Investment

August 2026



About Us

Understanding Hertfordshire FA

Hertfordshire Football Association is the not-for-profit, governing body of football in Hertfordshire, supporting and developing grassroots football in the county since 1885.

We are home to a thriving grassroots football community supported by a vast network of dedicated volunteers putting in the hours come rain or shine.

Our role is to support this by working to create an environment in which football can flourish, supporting the delivery of quality provision, promoting diversity and regulating the sport for everyone to enjoy.

Find out more about our [Team](#) and [Board/Council](#)



48,626
Players



494
Clubs



3,380
Teams



4,357
Volunteers



The Role of a County FA



Football's Social Value

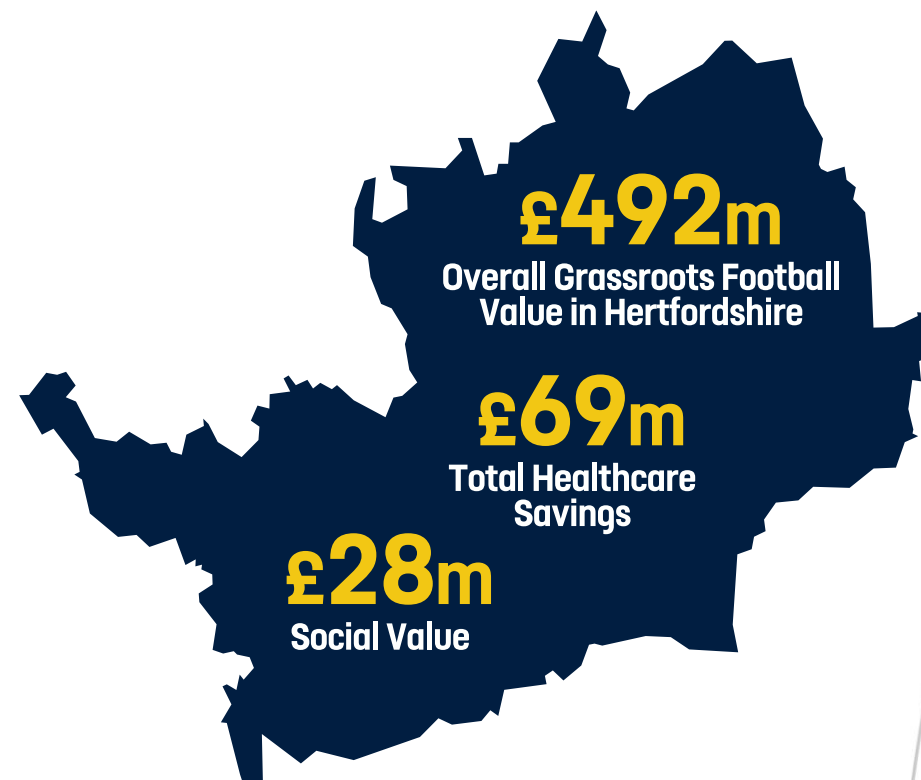
Inspiring Positive Change Through Football

Grassroots football can change lives for the better, bringing people together, creating opportunities and improving the health and wellbeing of those involved. We are proud of the impact the game has in and on our communities.

Nationwide, football provides £15.9bn of value to society each year, of which our share in Hertfordshire is more than £492m.

As the governing body for the grassroots game in our County, we are uniquely positioned to nurture the game and maximise the wider social benefits that it provides.

Instigating and enabling increased social value is a core theme of our current grassroots strategy, which aims to ***Inspire Positive Change Through Football.***





Grassroots Strategy 2024-2028

Our Purpose: Inspiring Positive Change Through Football

– by uniting communities, creating opportunities and improving health and wellbeing

STRATEGIC PRIORITIES



Improve Playing
Choice and
Opportunities



Deliver Equal
Opportunities
for Women and
Girls to Play



Build More and
Improve Existing
Facilities



Tackle Poor
Behaviour



Develop a
Valued Network of
Volunteers, Coaches
and Referees

STRATEGIC DRIVERS

Support Thriving Community Clubs

Connect and Serve Participants

Progress the Game's Governance

[Learn more about our Grassroots Strategy](#)



Role Profile



ROLE PROFILE

Job Title	Head of Football Development and Investment
Reporting To	Chief Executive Officer
Contract Type	Permanent
Working Hours	35 hours per week, including some evening and weekend work throughout the season
Salary	£38,000 - £42,000 (dependent on experience)
Location	The County Ground, Baldock Road, Letchworth Garden City, Hertfordshire, SG6 2EN
Job Purpose	• Lead the delivery of The Hertfordshire FA Grassroots Football Strategy and Local Football Facility Plans. • Lead and manage the delivery of the facility and investment priorities across Hertfordshire, in partnership with key stakeholders. • Manage the Football Development team to achieve targets and to successfully continue to grow, develop and sustain opportunities to participate in football across Hertfordshire. • Lead the Football Development team to effectively implement a safe, inclusive and diverse culture for football in Hertfordshire. • Actively lead through the values of Hertfordshire FA and contribute to a positive team culture. • Manage internal and external relationships for the benefit of football in Hertfordshire. • Support the adoption of FA technology systems across grassroots football.
Direct Reports	Football Development Officers (x9)

KEY RESPONSIBILITIES

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| <ul style="list-style-type: none">• Work as part of the Senior Management Team to effectively manage the needs of the business.• 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.• Manage the performance of the Football Development Team and drive a culture of continued development using available resources.• Ensure high standards of safeguarding are embedded in all activities across the organisation.• Support the Designated Safeguarding Officer in all matters involving under-18s and adults, including those involved in our disability pathway.• Establish strategic working relationships with the key stakeholders and develop regular contact to promote collaboration and sharing of good practice.• Effectively manage and plan annual budgets and resources for Football Development, reviewing budgets monthly to ensure they are on track.• Oversee the development of England Accredited clubs and leagues to meet the modern needs of today's society.• Lead the strategic development of football facilities across Hertfordshire, in partnership with The FA and Football Foundation.• 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. | <ul style="list-style-type: none">• 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. |
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PERSON SPECIFICATION

Qualifications

Essential

- Educated to A Level or equivalent.
- Clean, full driving license

Desirable

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

Knowledge and Experience

Essential

- 2-5 years' experience in a role involving strategic Sports/Football Development.
- Practical experience of sports or football development.
- Experience of Safeguarding policies and procedures.
- Extensive project management skills and experience – to plan, set and achieve objectives to deadlines.
- Knowledge of The FA's Grassroots Football Strategy and the National Facility Strategy.
- Knowledge and understanding of working with volunteers.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

Desirable

- Practical experience as a Committee Member of a Grassroots Club, League, or other organisation.
- Experience of utilising mapping programmes to support strategic planning.
- Knowledge of The FA qualification framework.

PERSON SPECIFICATION

SKILLS	
Essential	Desirable
• 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 of 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. • Outstanding communication and presentation skills. • Capability to create multiple reports, budgets and plans • Excellent time management and prioritisation skills. • Excellent problem-solving and decision- making skills. • Exceptional customer service.	• 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.



How to Apply



Join our Team

Once you have familiarised yourself with the role requirements, please submit your application and CV through the link below:

[APPLICATION FORM](#)

Closing date for applications is **5pm on Friday 11 September.**

Additional Notes:

First stage interviews will be held Thursday 1 October with second stage interviews scheduled for Tuesday 13 October.

All interviews will be held at Hertfordshire FA, Letchworth Garden City, Baldock Road, SG6 2EN



Thank You