**Job Description and Person Specification**

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| **Job title** | Football Development Officer (Community) |
| **Reports to** | Football Development Manager |

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| **Job purpose(s)** | |
| * To support delivery of The FA Grassroots Football Strategy and the Jersey FA Business Strategy. * To develop and deliver a sustainable plan for growth and quality across the football pathway. * To contribute to the effective implementation of The FA’s Safeguarding Operating Standard for County FAs. * To support the adoption of FA technology systems across grassroots football. * To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time. | |
| **Direct reports** | Community Coaches |

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| **Location** | Springfield Stadium, St Helier |
| **Working hours** | 37.5 Hours per week including weekends and evenings |
| **Contract type** | Full-time permanent |
| **Salary** | Officer Grade £33,000 - £36,000 |

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| **Responsibilities** |
| * Work collaboratively through local networks within the community to support the growth and retention of players through key FA programmes. * Provide a programme of Holiday Fun Weeks and After School Skill Sessions across the island and ensure compliance with the Child Care and Early Years Service (CEYS) Registration Scheme at all times. * Manage a team of Community Coaches and ensure best practice is delivered at all times. * Develop programmes of recreational football for participants aged 16+ by engaging a wide range of stakeholders and targeting a variety of groups based on local demand. * Provide or facilitate the development of other formats of football (e.g. Walking Football and Futsal) that reflect changing participant behaviour and expectations. * Assist with the provision of work experience opportunities for young volunteers from university and colleges or through the Project Trident scheme. * Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within male football development programmes. * Conduct DBS checks for all new coaches within the Jersey FA Community programme. * Listen to and consult with under-18s on their experiences of grassroots football as part of the Jersey FA youth engagement strategy. * Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football. * Use national and local data, research and customer insight to increase participation in grassroots football. * Contribute to ensuring that safeguarding and equality are embedded throughout the Jersey FA and grassroots football. * Execute tasks as required to meet the Jersey FA changing priorities. |

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| **Person specification** | |
| **Qualifications** | |
| **Essential**   * Educated to A Level or equivalent. | **Desirable**   * Two years’ sports development experience |
| **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 Office applications. * Ability to work independently and as part of a team. * Excellent time management and prioritisation skills. * Excellent problem-solving and decision- making skills. * Outstanding communication and presentation skills. * Exceptional customer service. * Budget management skills. * Report-writing skills * Ability to use data to monitor and evaluate programmes. * Influencing skills to champion change. | **Desirable**   * Practised at 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 and experience** | |
| **Essential**   * Practical experience of sports/football development. * Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. * Knowledge of The FA coaching qualification framework. * Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. | **Desirable**   * Knowledge of The FA’s Grassroots Football Strategy. * Experience of project management. * Experience of utilising mapping programmes to support strategic and logistical planning. * Knowledge and understanding of working with volunteers. |
| **Enhanced DBS Check required?** | Yes |
| **Clean, full driving licence?** | Yes |

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| **The job holder will be expected to understand and work in accordance with the values and behaviours described below** | |
| **FA value** | **Behaviours** |
| PROGRESSIVE | **Embraces new thinking in pursuit of continuous improvement:**   * Identifies the need for, and actions change in direction, practice, policy or procedure. * Questions the way things are done and takes informed risks. * Continuously seeks to improve efficiency and performance. |
| RESPECTFUL | **Sets the standards for respectful behaviour across the game:**   * Maintains people’s self-esteem when interacting with them. * Avoids pre-judgement when listening to suggestions from others. * Seizes the opportunity to apply FA standards at all times. |
| INCLUSIVE | **Champions and ensures that football is, and will remain, a game for *everyone:***   * Openly collaborates with colleagues and partners in the game * Provides equal opportunity to people of different backgrounds, experience and perspective * Seeks out and embraces new ways of thinking and working. |
| DETERMINED | **Tenacious and accountable. Serving the whole game and doing the right thing:**   * Works relentlessly to overcome roadblocks or obstacles to achieve the goal. * Remains focused on seeing agreed goals through to completion taking pride in their work. * Maintains motivation for their team and themselves. |
| EXCELLENT | **The very best outcome achieved by sustained excellence in performance:**   * Seeks to achieve the highest levels of performance at all times. * Persistent to achieve a standard that others consider impossible. * Challenges others to go further and achieve more. |

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| **Job description developed and reviewed by:** | David Kennedy / Brian Oliver |
| **Date job description reviewed and modified:** | 09/04/24 |
| **Job description authorisedby:** | David Kennedy |

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| **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.