**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.
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| **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
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| **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.
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| **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.
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| **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.
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| 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.
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| 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.
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| 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.
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| 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.