



## JOB DESCRIPTION & PERSON SPECIFICATION

Job title	Football Development Officer (Women and Girls)
Reports to	Football Development Manager

Location	Springfield Stadium, Janvrin Road, St Helier, Jersey, JE2 4LF, with a hybrid working model in place. Will be required to regularly work at clubs, schools and other locations around the island
Working hours	37.5 hours per week, including some evening or weekend working
Contract type	Permanent
Direct reports	Community coaches supporting the delivery of programmes for girls
Salary	£33,000 per annum

### Job purpose

- To support delivery of The FA Grassroots Football Strategy, The FA Women and Girls Football Strategy, and the Jersey Football Association Business Strategy.
- To strategically coordinate women and girls football provision across Jersey.
- 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.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

### Job responsibilities

- Work collaboratively through local strategic networks within the community to support the growth and retention of both team-based and sessional-based playing opportunities for female players.
- Map casual and team-based opportunities in clubs, community organisations, and leagues and target gaps in women and girls football provision across key programmes, age groups and formats.
- Utilise and deploy all aspects of national FA support to help drive equal opportunities for women and girls such as The Equal Game programme and Community Champions.
- Lead on the growth and development of leagues and competitions for women and girls' teams across all ages and formats of the game.
- Retain and grow the number of affiliated women and girls football teams with an emphasis on creating player pathway opportunities within England Football Accredited clubs.
- Retain and grow the number of casual opportunities to play using FA participation programmes such as Wildcats, Squad and Just Play.
- Strategically recruit, manage and retain Wildcats Centres/Just Play Centres and co-ordinate the workforce of the Jersey FA delivered sessions.
- Embed research, insight and effective measurement into planning, decision-making and delivery across women and girls' football to meet the needs of female players.
- Support the planning, implementation and piloting of new FA initiatives.
- Facilitate the movement of female players transitioning from youth to adult football and school to community provision, working through the network of Barclays Girls' Football School Partnerships (BGFSPs).
- Support with the identification of talent in the female pathway.



- Work with the Jersey FA's Football Development team to deliver a comprehensive workforce plan that supports women and girls' football across coaches, referees, volunteers and young leaders.
- Create a coach identification process to support the growth, retention and transition of female coaches through FA coaching qualifications.
- Work with the Jersey FA's Football Development team to raise the profile of female football and communicate the range of female football opportunities across the pathway.
- Ensure that female football is inclusive, diverse and reflective of local communities, and consult with the Jersey FA's Equality, Diversity and Inclusion (JEDI) group on key priorities and developments.
- Identify sources of funding that will be of benefit to grassroots football and provide appropriate advice and support to applicants.
- Execute tasks as required to meet the Jersey Football Association's changing priorities.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Jersey FA and grassroots football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within club development programmes.
- Ensure the Jersey FA is compliant with the Safeguarding 365 framework, including risk assessments for all Jersey FA events and activities involving under-18s within female football development programmes.

#### Person specification

##### Qualifications

###### Essential

- Educated to A level or equivalent.

###### Desirable

- A qualification in sports development.

##### 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 in order 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

- Passionate about working in women's and girls' football.
- Knowledge and understanding of the barriers to participation faced by females.
- Knowledge of The FA's strategy for women's and girls' football.
- Practical experience of sports / football development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of The FA coaching qualifications and coach development framework.

### 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.
- Knowledge and understanding of the infrastructure and networks that exist within education, casual, competition and talent that can support the development of women's and girls' football.
- Knowledge of the structure and partner organisations within football both nationally and within the County FA locality.

Enhanced DBS Check required?

YES

Check required on Companies House disqualified directors' register?

YES

Clean, full driving licence?

YES

The job holder will be expected to understand and work in accordance with the strategic priorities described below.

Strategic priority	Objectives
IMPROVE PLAYING CHOICE AND OPPORTUNITIES	<ul style="list-style-type: none"> <li>• Evolve the youth game.</li> <li>• Improve team based football for adult male players.</li> <li>• Create more opportunities to play safe, inclusive casual football.</li> <li>• Support the disability game to grow and thrive.</li> </ul>
DEVELOP EQUAL OPPORTUNITIES FOR WOMEN AND GIRLS TO PLAY	<ul style="list-style-type: none"> <li>• Sustain and grow more playing opportunities in schools.</li> <li>• Create more team based playing opportunities.</li> <li>• Extend and enhance casual opportunities to play.</li> <li>• Deliver safe and inclusive environments for women and girls to thrive.</li> </ul>
BUILD MORE AND IMPROVE EXISTING FACILITIES	<ul style="list-style-type: none"> <li>• Transform grass pitch quality.</li> <li>• Build more 3G pitches.</li> <li>• Create inclusive and accessible facilities.</li> <li>• Improve environmental sustainability.</li> </ul>
TACKLE POOR BEHAVIOUR	<ul style="list-style-type: none"> <li>• Apply tougher sanctions.</li> <li>• Promote positive behaviour.</li> <li>• Drive collective responsibility across the game to raise standards.</li> </ul>
DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES	<ul style="list-style-type: none"> <li>• Grow the number of people running the game.</li> <li>• Improve the diversity of those running the game.</li> <li>• Support those running the game to learn and develop.</li> <li>• Celebrate and reward those running the game.</li> </ul>
SUPPORT THRIVING COMMUNITY CLUBS	<ul style="list-style-type: none"> <li>• Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation.</li> </ul>



	<ul style="list-style-type: none"> <li>• Help clubs to become more sustainable.</li> <li>• Support the current and future generation of club leaders.</li> <li>• Equip clubs to add value to their local communities.</li> </ul>
<b>CONNECT AND SERVE PARTICIPANTS</b>	<ul style="list-style-type: none"> <li>• Make it easier to find information and opportunities to play, volunteer and learn.</li> <li>• Improve our customer service and communications.</li> <li>• Develop our digital tools to make running the game easier.</li> <li>• Explore digital opportunities to enhance the football experience.</li> </ul>
<b>PROGRESS THE GAME'S GOVERNANCE</b>	<ul style="list-style-type: none"> <li>• Promote the highest levels of governance across the grassroots network.</li> <li>• Evolve local Football Associations focused on developing football For All.</li> <li>• Support the grassroots game to be financially robust.</li> <li>• Support the game to be safe and well-run.</li> </ul>

<b>Job description reviewed and modified by:</b>	Tim Pryor, Jersey FA CEO
<b>Date job description reviewed and modified:</b>	14 February 2025
<b>Job description authorised by:</b>	Tim Pryor
<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.

## Safeguarding

Jersey FA takes its role as a provider of football for under-18s and Adults at Risk very seriously. Their wellbeing is paramount in all decisions taken by us. All children, young people and Adults at Risk we come into contact with have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

We act in accordance with legislation, statutory guidance and The FA's Safeguarding Policies and Procedures and any associated guidance including the achievement and retention of The FA's Safeguarding 365 Standard for County FAs.

Jersey FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Equality and Diversity

Jersey FA promotes inclusion and diversity and welcomes applications from everyone. If you have any requirements in relation to the recruitment or interview process, please include details in your covering letter.