



**ENGLAND  
FOOTBALL**



**JERSEY FA  
FOOTBALL DEVELOPMENT OFFICER  
(WOMEN & GIRLS)**

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**RECRUITMENT PACK**

# FOOTBALL DEVELOPMENT OFFICER

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**Job Title:** Football Development Officer (Women & Girls)

**Location:** Springfield Stadium, Janvrin Road, St. Helier JE2 4LF

**Closing Date:** Friday 22nd September, 2023

**Contract Type:** Permanent - £25,000 per annum

**Working Hours:** 25 hours per week (part-time) including evenings and weekends (flexi working):

## ABOUT US

Established in 1905, we are the governing body for football in Jersey. Our mission is to govern, safeguard and modernise Jersey football and create the foundations for a lifelong involvement in the game. The Jersey FA, affiliated to the FA is a registered Jersey charity and aims to grow participation levels, encourage diversity, promote best practices and create a safe learning environment for all to enjoy the game. The JFA is also a Registered Childcare Provider with the Government of Jersey.

There are over 3,000 players of all ages involved in football in the Island, supported by 500+ volunteers working alongside us to ensure the grassroots game flourishes, grows and continues to be the Island's number one participation sport. 23 clubs are affiliated to the JFA for the 2023/24 season.

We run the local league and cup competitions through our JFA Combination League.

## SAFEGUARDING

We are 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.

## ABOUT THE ROLE

We are looking for an enthusiastic Football Development Officer with a passion for Womens and Girls football to join our team. The successful candidate will be responsible for developing and delivering the growth and quality across across the female pathway ensure its sustainability.

## WHAT WE CAN OFFER

We're looking for the best candidate who can support the work of our outstanding grassroots volunteers and be a strong addition to our team. You'll be part of a forward thinking and progressive Island FA and if that wasn't enough, we'll pay you too!

### Other benefits include:

- A great start to your career in football with the local governing body;
- Opportunities to progress your career across the CFA network throughout England and at the FA;
- Access to high-quality training, networking and personal development opportunities;
- Free player/referee registration;
- Free holiday courses for staff children;
- Free Coach Education.

# ROLE PROFILE

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**Reports to:** Football Development Manager

**Direct Reports:** Community coaches supporting delivery of programmes for girls.

## Purpose:

- Support local Clubs to retain and grow the number of affiliated female football teams, creating a female-friendly environment and an appropriate competition offer.
- Develop programmes to support and grow female football provision (with a focus on getting girls playing earlier in mini-soccer).
- To support delivery of The FA Grassroots Football Strategy and the Jersey FA Business Strategy.
- To drive implementation of The FA's growth strategy for Women's and Girls' football in Jersey.
- 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.

## Responsibilities:

- Support local Clubs to retain and grow the number of affiliated female football teams, creating a female-friendly environment and an appropriate competition offer.
- Develop programmes to support and grow female football provision (with a focus on getting girls playing earlier in mini-soccer).
- Deliver a programme of services to Club volunteers, with an emphasis on gaining more FA-accredited clubs (England Football Accredited) with female football teams.
- Create a coach identification process to support the growth, retention and transition of female coaches through FA coaching qualifications.
- Organise and manage the Jersey FA Player Development Centre (girls) to include a programme of weekly coaching sessions for girls and off-Island games opportunities.
- Strategically recruit, manage and retain Wildcats Centres/Just Play Centres and co-ordinate the workforce to support the retention of these Centres.
- Attend Jersey FA Inclusion Advisory Board (IAG) meetings to provide updates on key priorities.
- Collaborate with the Jersey FA Designated Safeguarding Officer in all matters involving under-18s and adults at risk within female football development programmes.
- Ensure the Jersey FA are compliant with the Safeguarding 365 framework, including risk assessments for all Jersey FA events and activities involving u18s within female football development programmes.
- Raise the profile of female football within the Jersey FA and communicate the range of female football opportunities across the pathway.
- Support the planning implementation/piloting of new FA initiatives.
- Complete an annual analysis of female football to map participation and identify gaps in provision.
- Execute tasks as required to meet the Jersey FA's changing priorities.



# WHAT WE'RE LOOKING FOR

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## Qualifications:

### Essential

- Educated to degree level or equivalent work experience.

### 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 creative problem-solving and decision-making skills.
- Good communication and presentation skills.
- Exceptional customer service.
- 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 & 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 growth strategy for Women's and Girls' football.
- Knowledge and understanding of the infrastructure and networks that exist within education, recreation, 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 Jersey 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.

# HOW TO APPLY

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Please complete a CV and a covering letter explaining how you are suitable for the role and how you meet the Role Profile, Skills, Knowledge and Experience sections.

**Please email your covering letter and CV, marked:**

**‘Private & Confidential’  
JFA FDO (W&G) Application**

**To: David Kennedy, JFA Chief Executive Officer at  
[david.kennedy@jerseyfa.com](mailto:david.kennedy@jerseyfa.com)**

*Jersey FA is committed to safeguarding children, young people and adults at risk. All eligible roles are subject to a DBS check.*

*Jersey FA is also committed to achieving equality and fairness in employment and service delivery. We welcome applications from all sections of the community.*

Due to the number of applications we are expecting to receive, if you have not heard back from us by Wednesday 27th September, then please take it that your application has been unsuccessful.

The closing date for applications is 12 noon on Friday 22nd September, 2023. Interviews will be held on the week commencing 25th September, 2023.

If you have any questions about the role, please contact David Kennedy at [david.kennedy@jerseyfa.com](mailto:david.kennedy@jerseyfa.com) for an information discussion.

**Good Luck!**



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Jersey Football Association  
Springfield Stadium  
Janvrin Road  
St. Helier  
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