**Job Description and Person Specification**

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| **Job title** | Football Development Officer (Youth and Mini Soccer) |
| **Reports to** | Football Development Manager |

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| **Job purpose(s)** | |
| * To support delivery of The FA National Game Strategy and the Kent FA Business Strategy. * To develop and deliver a sustainable plan for growth and quality across the youth 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** | N/A |

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| **Location** | Office based (Kent FA HQ, ME20 6DQ) three days per week  Remote working two days per week  The position also involves regular travel across the county. |
| **Working hours** | 35 hours per week, Monday to Friday. Occasional evening and weekend work will be required as part of the role. |
| **Contract type** | Fixed term until 30th June 2024 |

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| **Responsibilities** |
| * Work collaboratively through local strategic networks within the community to support the growth and retention of youth players through key FA programmes. * Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time). * Identify sources of funding that will be of benefit to grassroots football and provide appropriate advice and support to applicants. * Provide football development support and advice to clubs and leagues. * Complete an annual analysis of youth football to map participation and identify gaps in provision. * Facilitate the movement of male players from mini-soccer to youth football and youth football to adult football. * Develop programmes to support and grow male football provision, with a focus on retaining 12 to 18-year-old male players. * Deliver a programme of services to club and league volunteers, with an emphasis on gaining more FA-accredited clubs and leagues. * Provide or facilitate the development of other formats of football (e.g. futsal) that reflect changing participant behaviour and expectations. * Collaborate with the Designated Safeguarding Officer in all matters involving under-18s within football development programmes. * Risk-assess all Kent FA events and activity for under-18s and where the Kent FA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place. * Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing. * Listen to and consult with under-18s on their experiences of grassroots football as part of the Kent 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. * Ensure that youth football is inclusive, diverse and reflective of local communities. * Contribute to ensuring that safeguarding and equality are embedded throughout the Kent FA and grassroots football. * Execute tasks as required to meet the Kent FA’s changing priorities. |

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| **Person specification** | |
| **Qualifications** | |
| **Essential**   * Educated to Degree 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 National Game 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** | |
| INNOVATIVE | **Embraces new and creative thinking in pursuit of continuous improvement:**   * Identifies new and different ways to overcome problems, thinking creatively to develop solutions. * Continuously seeks to improve efficiency and performance. | |
| SUPPORTIVE | **Fosters a supportive culture:**   * Maintains people’s self-esteem when interacting with them. * Avoids pre-judgement when listening to suggestions from others. * Always seizes the opportunity to apply FA standards. | |
| 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. | |
| REFLECTIVE | **Ensures that the whole game is represented across the business:**   * Remains focused on ensuring that all of Kent Football is represented by all stakeholders, proactively tackling roadblocks. * Provide a customer-focused approach that ensure connectivity to the Kent Football community. | |
| 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. | |
| **Job description reviewed and modified by:** | | Darryl Haden |
| **Date job description reviewed and modified:** | | 3rd September 2021 |
| **Job description authorisedby:** | | Denise Richmond, Kent FA Chair |

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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.