**Job Description and Person Specification**

|  |  |
| --- | --- |
| **Job title** | Women’s & Girls Development Assistant |
| **Reports to** | Football Participation Lead |

|  |
| --- |
| **Job purpose(s)** |
| * To support delivery of the Kent FA Strategy, The FA Grassroots Football Strategy and The FA Women’s & Girls Strategy
* To support the Women’s & Girls Development Officer (W&G FDO) and lead on the Youth section of Women’s & Girls game across Kent.
* To support and assist the Women’s & Girls Development Officer (W&G FDO) develop and progress opportunities for young female players in the game across Kent.
* To establish strong links with Youth Clubs in Kent to support the number of clubs operating with a complete pathway and offering alternative female provisions.
* 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.
 |
| **irect reports** | N/A |

|  |  |
| --- | --- |
| **Location** | Kent FA headquarters – Invicta House, Cobdown Park, London Road, Ditton, Kent, ME20 6DQ. A hybrid, flexible and remote working in line with Kent FA’s policies |
| **Working hours** | Full time, 35 hours per week including some evening and weekend working |
| **Contract type**  | June 30th 2028 |

|  |
| --- |
| **Responsibilities** |
| * Lead on the Youth Section of the Women’s & Girls pathway, liaising with key stakeholders to meet the needs of the game.
* Work in partnership with the Women’s & Girls Football Development Officer to support the recruitment, retention and development of female football opportunities.
* To support Youth Clubs and Provisions in the county with the transition of Wildcats and Squad Girls onto the Club Spark platform.
* To work with Youth Clubs and Provisions in the county to recruit, retain and grow the delivery of Wildcats and Squad Girls centres.
* Support the administration across the Women’s & Girls landscape and service the appropriate related queries.
* Use national and local data, research and customer insight to identify key mapping of female football provisions in the county.
* Provide administration and organisational support to county Equal Game Ambassadors to develop opportunities for new female teams within Youth Clubs.
* Provide administration support for the Kent Female Volunteer Forum, Kent FA Women’s & Girls Working Group and FA Coach Mentor (W&Gs).
* Work with the W&G FDO to provide league support where and when appropriate to ensure for regulated football provisions in the county.
* Work collaboratively with The FA W&G’s Department on local and national initiatives.
* To provide support to the Women’s & Girls FDO with Kent Female Casual League, Kent FA ETC, Kent Female Walking Football provision and County Connects.
* Risk assess all Kent FA events and activity for under-18s to ensure that appropriate safeguards are in place.
* Listen to and consult with under-18 female players on their experiences as part of the Kent FA youth engagement strategy.
* Provide the highest level of customer excellence to support players and volunteers across all FA Technology systems (Club Portal, FA Events, Club Spark and Whole Game System).
* 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.
 |

|  |
| --- |
| **Person specification** |
| **Qualifications** |
| **Essential** * Educated to A Level or at least 2-years industry experience.
 | **Desirable** * A degree-level qualification in sports development or equivalent industry-led experience.
 |
| **Skills** |
| **Essential*** Ability to work independently and as part of a team.
* Excellent organisational skills and the ability to prioritise workload effectively.
* Excellent problem-solving and decision-making skills.
* Ability to communicate effectively and in a manner appropriate to the audience.
* Commitment to delivering exceptional standards of customer service.
* Excellent IT skills, including the use of Microsoft Office applications.
* Attention to detail and an ability to manage accurate recording and reporting of information.
 | **Desirable*** Knowledge in creating, delivering and maintaining pathways which support the growth, transition and retention of football.
 |
| **Knowledge and experience**  |
| **Essential*** Knowledge of female football pathway
* Experience of football development.
* Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
* 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.
* Awareness of key stakeholders supporting grassroots football.
 |
| **Enhanced DBS Check required?** | YES  |
| **Clean, full driving licence?** | YES |

|  |
| --- |
| **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, Chief Executive Officer |
| **Date job description reviewed and modified:** |  |
| **Job description authorisedby:** | Denise Richmond, Chair |

|  |  |
| --- | --- |
| **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.