**Job Description and Person Specification**

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

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| **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 |

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| **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 |

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| **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. |

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| **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 |

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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. |

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| **Job description reviewed and modified by:** | Darryl Haden, Chief Executive Officer |
| **Date job description reviewed and modified:** |  |
| **Job description authorisedby:** | Denise Richmond, 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.