**Job Description and Person Specification**

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| **Job title** | Football Development Officer (Inclusion) |
| **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 ensure the Kent FA is reflective and representative of the County demographics. * To strategically co-ordinate the Kent FA Equality Advisory Group maintaining the Preliminary Level of the Equality Standard. * To contribute to the effective implementation of The FA’s Safeguarding Operating Standard for County FAs. * To coordinate the Kent FA disability football offer within the county. * 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 at Kent FA HQ (ME20 6DQ) – currently two days per week office based, remote working three days per week (these are subject to change)  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 strategically to align current and future disability football provision, ensuring an integrated approach across the Kent FA, local EFL (English Football League) club community organisations and key partners from across the disability, health, education, community and voluntary sectors. * Retain and grow the number of affiliated disability football teams with an emphasis on creating player pathway opportunities and sustainable competition structure within FA-accredited clubs (England Acrredited) structures for under-8, under-12, under-16 and adult age groups. * Coordinate the delivery of a network of recreational disability football centres for male and females across key age groups: under-8, under-12, under-16 and adult. * Lead and deliver against the disability talent development programme within the Kent FA. * Work with members of the Football Development team to deliver a comprehensive workforce plan that supports disability football across coaches, referees, volunteers and young leaders and is inclusive of disabled people. * Work with staff across departments to support in the delivery of diversity and inclusion targets and in creating a more inclusive culture across the Kent FA. * Work with the Kent FA Equality Advisory Group to consult on plans and engage to provide advocates for diversity and inclusion activities. * Lead on the creation of a Diversity & Inclusion Plan for the Kent FA * Lead the creation of the annual external report on the progress of the Kent FA diversity and inclusion programme and its published targets. * Develop activities and campaigns which will support the achievement of our diversity and inclusion targets. * Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within disability football development programmes. * Recognise the additional vulnerability of some groups of children and young people e.g. those with disabilities; from Minority Communities; those who identify as LGBT. * Support messaging so that under-18s and adults at risk across grassroots football know how to report concerns about their wellbeing and utilise feedback to enhance their experiences in grassroots football. * 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). * 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 equivalent. | **Desirable**   * Two years sports development or equality and diversity 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 Kent FA disability football programme. * 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. |

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| **Job description reviewed and modified by:** | Darryl Haden, Chief Executive Officer |
| **Date job description reviewed and modified:** | 18th October 2022 |
| **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.