**Job Description and Person Specification**

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| **Job title** | Football Development Manager |
| **Reports to** | Chief Executive Officer |

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| **Job purpose(s)** | |
| * To support delivery of The FA National Game Strategy and the Kent FA Business Strategy. * To provide strategic direction to the Football Development department. * To ensure that every affiliated football fixture is played on a ‘good’ quality pitch. * To identify and activate priority projects for Football Foundation investment via Local Football Facility Plans. * To protect existing football facilities from planning application. * 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** | Senior Football Development Officer; Football Development Officer (Youth & Mini Soccer); Football Development Officer (Women’s & Girls); Football Development Officer (Workforce); Referee Development Officer; Football Development Assistant. |

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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** |
| **Football Development**   * Identify, manage and develop relationships with key partners to meet the strategic objectives of the Kent FA. * Awareness of all the Kent FA policies and procedures, ensuring that they are reviewed annually and updated where necessary. * Develop and deliver an annual action plan to deliver growth and high-quality football opportunities across all football pathways (women and girls, male and disability). * Analyse, and use data and insight, to design and develop local solutions that meet local stakeholder needs across all football pathways (women and girls, male and disability). * Drive implementation of The FA’s growth strategy for women’s and girls’ football locally. * Deliver a programme of services to club and league volunteers, with an emphasis on gaining more FA-accredited clubs and leagues (FA Charter Standard). * Lead and manage delivery of the Kent FA coach development programme, liaising with FA coach development workforce and key stakeholders to meet the needs of the game. * Develop and deliver an annual coach development programme to support high-quality coaching opportunities across grassroots football to support the achievement of the CFA Operating Model KPIs. * Developed a focused coach development and CPD offer (aligned to national framework) to support club development and participation programme requirements. * Lead the promotion and marketing of learners onto FA courses, meeting the needs of the game and the Kent FA financial objectives. * Recruit, retain and develop diverse coaches through The FA qualification framework and local CPD opportunities, with a focus on BAME and female coaches. * Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk 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. * 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). * Support the review and development of competition and league structures to ensure they meet the needs of all players. * Provide football opportunities to all communities within the Kent FA in all areas of the game. * Develop and monitor strategies that effectively manage player transition from mini-soccer to youth and youth to adult to minimise drop out. * Use the safer recruitment policy to ensure that staff and volunteers deployed by the Kent FA are suitable for their roles and uphold the values and behaviours of the Kent FA and it is applied to new appointments. * Manage the Football Development team in line with personal and performance reviews; setting targets, monitoring performance and identifying training requirements. * Manage Football Development budgets and provide quarterly reports on a quarterly basis. * 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.   **Facility and Investment**   * Deliver all activities that ensure every affiliated football fixture is played on a ‘good’ quality pitch. * Track the quantity and quality of football pitches and ground locations for affiliated fixtures. * Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework and The FA’s National Game Strategy. * Ensure that each local authority area has a robust Local Football Facility Plan in place to identify priority projects for potential investment. * Activate priority projects from Local Football Facility Plans and deliver against Football Foundation spend targets. * Deliver support days to provide guidance to each Football Foundation applicant and ensure progress. * Deliver support days to monitor and evaluate previously-funded Football Foundation projects and provide guidance to ensure they are successful. * Contribute to the development of local authority playing pitch strategies and provide responses to planning applications affecting football facilities. * Collaborate with The FA, Football Foundation, Grounds Management Association (GMA) and Sport England. * Develop collaborative working partnerships with local authorities, clubs, leagues, schools and other facility providers. * Support the Kent FA with any HQ or hub site facility development projects in conjunction with the Football Foundation and The FA. * Promote The FA technical guidance documents to local authorities, clubs, leagues, schools and other facility providers. * Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within all facility and investment projects. * Ensure contract agreements are in place with all contractors (facility hire, consultants etc.) and that these outline the requisite safeguarding responsibilities and accountabilities for all parties. |

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| **Person specification** | |
| **Qualifications** | |
| **Essential**   * A degree level qualification or two years’ experience in a similar role. | **Desirable**   * Two years’ sports development experience |
| **Skills** | |
| **Essential**   * Strategic thinking and planning skills. * Self-motivated with excellent leadership skills and ability to build trust-based relationships. * Excellent internal and external stakeholder relations and customer service skills. * 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 within deadlines. * Ability to coach, develop and manage the performance of staff. * Exceptional communication, interpersonal and influencing skills. * Effective report-writing and presentation skills. * Effective prioritisation and time management skills. * Excellent IT skills, including the use of Microsoft Office applications. * Excellent problem-solving and decision-making skills. * Budget management skills. * Ability to use data to monitor and evaluate programmes. | **Desirable** |
| **Knowledge and experience** | |
| **Essential**   * Knowledge of how the County FA operates in partnership with The FA. * Knowledge of and commitment to equality, diversity and inclusion. * Knowledge of the The FA’s Safeguarding Operating Standard. * Experience of monitoring and evaluation of programmes. * Knowledge of good people management practice. | **Desirable**   * Experience of project management. * Experience of utilising mapping programmes to support strategic and logistical planning. * Knowledge and understanding of The FA’s National Game Strategy and how the County FA business plans support its delivery. * 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. |
| 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 |
| **Date job description reviewed and modified:** | 22nd December 2021 |
| **Job description authorisedby:** | Darryl Haden, Chief Executive Officer |

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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.