

**Job Title:** FootballDevelopment Assistant

**Line Manager:** Football Development Manager

**Job Areas:**

* To support the Football Development department.
* To support the delivery of The FA National Game Strategy in partnership with key stakeholders.

**Job Responsibilities**

* Deliver and support programmes to retain and grow participation.
* Analyse and use data/insight to design customer focused services.
* Deliver a programme of services to clubs and leagues.
* Recruit, retain and develop club and league volunteers.
* Lead and support the review and delivery of competition and league structures to ensure they meet the needs of all players.
* Contribute to raising the profile and the perception of the Kent FA in leading and developing grass roots football.
* Identify, manage and develop relationships with key partners to meet the objectives and targets of the Kent FA.
* Support the marketing and communication of programmes to players and volunteers.

**Job Tasks**:

* Provide full administration support to the Football Development department.
* Deal with telephone and email enquiries; providing a very high level of customer service to internal and external customers.
* Provide administration support to Standing Committees and Working Groups where necessary.
* Support the administration of The FA Charter Standard programmes (clubs and leagues).
* Lead the delivery of Walking Football provision throughout Kent including the Kent FA Walking Football League and County Cup.
* Provide more flexible formats of football through delivery of the JustPlay programme.

The Kent FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Kent FA is also committed to achieving equality and fairness in employment and service delivery. We welcome applications from all sections of the community. An Equality Monitoring form is attached to the Job Advert, any completed form will be separated on receipt and used for statistical purposes only.