



Role Profile

Job Title:	Football Development Officer (Clubs and Leagues)		
Salary:	£25k		
Reports To:	Football Development Manager	Jobs Reporting into the Job Holder:	N/A
1. Job Purpose			
<ul style="list-style-type: none"> ▪ Responsible for developing, managing and monitoring a strategy with partners for all of football in key Local Authority areas within London ▪ The strategic lead for London FA Clubs and Leagues ▪ Responsible for key geographical accounts and partners across London ▪ Accountable for the delivery of organisational KPI's within specified Local Authorities and the FA Club and League KPI's ▪ 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. 			
2. Principal Accountabilities/Responsibilities			
<u>Key Responsibilities:</u>			
<ul style="list-style-type: none"> ▪ On an annual basis, lead the development of a detailed operational plan for Club and league support ▪ Responsible for the delivery of the Club and League KPI's as stated in the FA contractual agreement ▪ Working with the FA and partners to maximise insight and research knowledge to deliver programmes and services to clubs and leagues that meet their expectations ▪ Deliver priority projects in targeted Local Authority areas with the biggest opportunity to grow participation ▪ To provide a high-quality support service to London FA's small sided football providers, incentivising them to modernise and grow ▪ Lead the FA's club and league accreditation programme ▪ Support targeted clubs in line with FA programmes ▪ Lead the management of club & league communications and support section on the County website ▪ Ensure inclusivity and diversity is interwoven into all activities and plans 			



- Identify and apply for external grant income into the London FA, to invest into grassroots football in London and support the business to deliver on its new strategic objectives
- Work with key partners to ensure a strong recreational football offer encouraging new and returning players to the game
- To monitor and evaluate the impact of all activities and plans
- Manage the work programme and support student interns
- To establish and maintain relationships with key stakeholders and partners
- To be an ambassador for London FA positively promoting the sport and those that work and volunteer within it
- To support the delivery of The FA National Game Strategy and the new London FA Strategy 2020 – 2025
- Ensure safeguarding is embedded into all work and activities

3. Knowledge/Experience/Technical Skills/Behaviours

a) Knowledge/Experience/Technical Skills

Essential

- Self-motivated with the ability to build trust-based relationships
- Significant experience of working with and supporting football club and league volunteers
- Experience of marketing and communicating with football clubs and leagues
- Knowledge and understanding of The FA’s Clubs and Leagues strategy
- Experience of developing programmes of use on new facility sites
- Experience of monitoring and measuring the impact of an activity on wider society (e.g. improved health outcomes, community regeneration)
- Experience securing external grant income to deliver on specific projects and programmes
- Excellent customer service skills
- Significant experience of working with and motivating a volunteer workforce
- A working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice
- Excellent problem-solving and decision-making skills
- Effective report-writing and presentation skills
- Project management skills and experience – planning, setting and achieving objectives within deadlines
- Competent IT skills (Word/ Excel/PowerPoint/Databases/Microsoft Office/internet)

Desirable



<ul style="list-style-type: none"> ▪ Sports development and/or sports facility management qualification ▪ An understanding of County and National football structures ▪ Knowledge of the grassroots football infrastructure ▪ Experience of working with voluntary decision-making structures (e.g. Committees, Working groups) 	
b) Behaviours – (based on London FA’s Behaviour Framework)	
c) Role details	
<ul style="list-style-type: none"> • Leadership (vision, empowerment, partnership, achievement) • Professionalism (mindset, respect, development, wellness) • Collaboration (responsibility, teamwork, communication, inclusion) • Integrity (accountability, trust, transparency, decision-making) • Performance (focus, initiative, insight, decisions) ▪ 	<p>Location – London FA office, Fulham (flexible working arrangements available)</p> <p>Working hours - 37 hours per week, with some evening and weekend working</p> <p>Contract type – Permanent</p>
<p><u>Further Information</u></p> <p>The London FA takes its role as a provider of football for under 18s very seriously. Their wellbeing is paramount in all decisions taken by us. All children and young people we come into contact with have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.</p> <p>It is our expectation that all our staff will at all times act in the best interests of children and young people under the age of 18 and in accordance with The FA’s Safeguarding Children Policy. The welfare of children and young people must always be paramount.</p> <p>We promote equality and diversity in employment and welcome applicants from all parts of the community</p>	