



## Job Description and Person Specification

<b>Job title</b>	<b>Football Development Administrator</b>
<b>Reports to</b>	Football Development Manager
<b>Salary</b>	£22K (Grade 5)
<b>Location</b>	Hybrid, with a minimum of one day per week at Wembley Stadium

### Job purpose

- To always act in the best interests of Children and Young People, and to ensure their welfare is considered in all decision and actions taken.
- Ensure excellent customer service standards as primary responder to Football Development enquires.
- To provide effective administrative support to the Football Development team in delivering the annual operational plan and related outcomes.
- Support the marketing and communications of the Football Development team products and services.
- Support London FA clubs to complete the affiliation process each season.
- Support the delivery of the London FA Racial Equality plan.
- 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.

### Key Responsibilities

- First line support for Football Development team email inboxes.
- First line phone support.
- Support the Football Development team to deliver the player pathways.
- Support the Football Development team in the delivery of programmes and products.
- Support the delivery of London FA's club and league accreditation programme.
- Support the delivery of the London FA affiliation programme, working directly with London FA clubs to affiliate them for the upcoming season.
- Support in the delivery of the coach and referee offer.
- Support the creation of content for the London FA.
- Provide administration support for the delivery of the London FA Racial Equality Action Plan.
- 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 London FA Strategy 2020-25, and beyond.
- Ensure safeguarding is embedded into all work and activities.
- To support the delivery of other key areas of the business as required.

<b>Location</b>	Hybrid working arrangements, with a minimum of one day per week (currently Wednesday), at the London FA office (Wembley Stadium)
<b>Working hours</b>	35 hours per week, Monday to Friday. Occasional evening and weekend work will be required as part of the role.
<b>Contract type</b>	Permanent

Person specification	
<p><b>Essential skills and experience</b></p> <ul style="list-style-type: none"> <li>• Competent IT skills, including Microsoft Office applications/Databases/Canva.</li> <li>• Excellent customer service skills.</li> <li>• Ability to multi-task, prioritise, and structure work, delivering results within agreed timeframes.</li> <li>• A working understanding and application of inclusion, equality, and diversity,</li> <li>• A working understanding of safeguarding policy and practice.</li> <li>• Effective communicator – verbal and written.</li> <li>• Problem-solving and decision-making skills.</li> <li>• Experience of working with and supporting volunteers.</li> <li>• Self-motivated with the ability to build trust-based relationships.</li> <li>• Team player.</li> <li>• Commitment to on-going professional development</li> </ul>	<p><b>Desirable skills and experience</b></p> <ul style="list-style-type: none"> <li>• Experience in Equality, Diversity, and Inclusion projects.</li> <li>• A background in and passion for sport and the development of sport to improve people’s lives.</li> <li>• Knowledge and experience of working in grassroots Football.</li> </ul>

The job holder will be expected to understand and work in accordance with London FA’s values and behaviours described below	
London FA value	Behaviours
<b>LEADERSHIP</b>	<p>I get the best out of other people and support and inspire them to maximise their potential:</p> <ul style="list-style-type: none"> <li>• Vision</li> <li>• Empowerment</li> <li>• Partnership</li> <li>• Achievement</li> </ul>
<b>PROFESSIONALISM</b>	<p>We take personal responsibility for bringing our best selves to work:</p> <ul style="list-style-type: none"> <li>• Mindset</li> <li>• Respect</li> <li>• Development</li> <li>• Wellness</li> </ul>
<b>COLLABORATION</b>	<p>We work together to make great things happen for our organisation and our sport:</p> <ul style="list-style-type: none"> <li>• Responsibility</li> <li>• Teamwork</li> <li>• Communication</li> <li>• Inclusion</li> </ul>
<b>INTEGRITY</b>	<p>We apply the principles of honesty, trustworthiness, and fairness to everything we do:</p> <ul style="list-style-type: none"> <li>• Accountability</li> <li>• Trust</li> <li>• Transparency</li> <li>• Decision-making</li> </ul>
<b>PERFORMANCE</b>	<p>We deliver high quality work to exacting standards and actively embrace new ways of working:</p> <ul style="list-style-type: none"> <li>• Focus</li> <li>• Initiative</li> <li>• Insight</li> <li>• Innovation</li> </ul>



This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.

#### **Further information:**

**Diversity is at the heart of our strategy - because it is at the heart of grassroots football in London. We pride ourselves on the increasing diversity of our workforce. We encourage applications from the widest range of backgrounds, particularly where there is often under-representation. We are particularly keen to encourage female, black, Asian and LGBT+ applicants, and applications from those with disabilities and from minority ethnic, faith and racial groups.**

#### **Under 18s**

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 encounter have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity.

It is our expectation that all our staff will always 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.

As this role involves regulated activity with children or young people under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidates will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role.