

Job Title:	Football Development Officer (Disability and Inclusion)
Salary:	£26,000
Reports To:	Head of Partnerships
Job Purpose(s)	
<ul style="list-style-type: none"> ▪ To influence and support the growth and retention of disability football in accordance with the London FA strategy, ensuring all targets are met ▪ To strategically co-ordinate the London FA Inclusion Advisory Group and achieve the Intermediate Level of the Equality Standard ▪ To support the delivery of The FA National Game Strategy and London Football Association Strategy 2020-2025 and annual operational plan. 	
Location: Hybrid working arrangements (minimum of one day per week at the London FA office – Wembley Stadium)	
Working Hours: 35 hours per week (Monday-Friday). Occasional evening and weekend work will be required as part of the role	
Contract Type: Permanent	
Responsibilities	
<ul style="list-style-type: none"> ▪ Represent the London FA with internal and external stakeholders, campaigners and networking groups, positively engaging and informing on diversity and inclusion targets and activities. ▪ Work with staff across departments to develop activities and campaigns aimed at creating a more inclusive culture across the London FA. ▪ To engage, support and influence the involvement, growth and retention of underrepresented groups including Women’s & Girls’, Disability, LGBTQ and Racially Miniortitised Communities ▪ Achievement of the disability player numbers as laid out in the London FA strategy and operational plan ▪ Retain and grow the number of affiliated disability football teams with an emphasis on creating player pathway opportunities within England Football Accredited club structures for under-12, under-16 and adult age groups ▪ Support the development and growth of the London Inclusion Football League by providing secretariat support ▪ Develop and service a modern and sustainable competition structure across pan disability including youth and adult female provision ▪ football, targeting under-8, under-12, under-16 and adult ▪ To lead associated parts of the London FA Racial Equality Action Plan 	

- Strategically coordinate the delivery of a network of registered disability recreational football centres (Comets programme) for male and females across all age groups
- Embed research, insight and effective measurement into planning, decision making to meet the needs of disabled people
- Develop and support leagues and clubs that are safe and inclusive of disabled participants through delivery of a programme of services ensuring modern, fit for purpose league and club structures are in place
- Deliver a comprehensive workforce plan that supports disability football across coaches, referees, volunteers and young leaders and is inclusive of disabled people
- To strategically co-ordinate the London FA Inclusion Advisory Group and achieve the Intermediate Level of the Equality Standard
- Raise the profile of good news stories and the range of disability football opportunities across the pathway
- To contribute to the effective implementation of The FA’s Safeguarding Operating Standard for County FAs
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, FA Events, Whole Game System, Matchday app and Full-Time).
- Executes additional tasks as required in order to meet London FA’s changing priorities
- Ensure safeguarding is embedded into all work and activities

Person Specification (experience and skills)

Essential skills and experience

- Knowledge and understanding of disability sport structures and development pathways at local, regional and national level
- Commitment to sports equality and knowledge of the barriers facing underrepresented groups, particularly those with a disability
- Demonstrates a working understanding of inclusion, equality and anti- discrimination, safeguarding and best practice
- Knowledge and understanding of the barriers to participation faced by disabled players.
- Knowledge and understanding of the infrastructure and networks that exist within education, recreation, competition and talent that can support the development of disability football.

Desirable skills and experience:

- A degree level qualification or equivalent experience
- 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)
- Knowledge and understanding of working with volunteers.

- Budget / resource management
- 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 strict deadlines
- Good IT skills
- Excellent communication skills using traditional, modern and emerging media
- Experience of monitoring and evaluation of programmes

The job holder will be expected to understand and work in accordance with London FA's values and behaviours described below	
London FA values	Behaviours
LEADERSHIP	<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"> • Vision • Empowerment • Partnership • Achievement
PROFESSIONALISM	<p>We take personal responsibility for bringing our best selves to work:</p> <ul style="list-style-type: none"> • Mindset • Respect • Development • Wellness
COLLABORATION	<p>We work together to make great things happen for our organisation and our sport:</p> <ul style="list-style-type: none"> • Responsibility • Teamwork • Communication • Inclusion

INTEGRITY	<p>We apply the principles of honesty, trustworthiness and fairness to everything we do:</p> <ul style="list-style-type: none"> • Accountability • Trust • Transparency • Decision-making
PERFORMANCE	<p>We deliver high quality work to exacting standards and actively embrace new ways of working:</p> <ul style="list-style-type: none"> • Focus • Initiative • Insight • Innovation

Further information

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.

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 Board. 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, racial and belief groups.

As this role involves regulated activity with children or young people under the age of 18, 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.



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.