



Job Description and Person Specification

Job title	Football Development Administrator
Reports to	Football Development Officer
Salary	£24K (Grade 5) - 5 days per week
Location	Hybrid, with a minimum of one day per week at Wembley Stadium

Job purpose
<ul style="list-style-type: none"> • 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 Women & Girls team and wider Development team in delivering the annual operational plan and related outcomes. • Support the marketing and communications of the W&G team products and services. • Support London FA clubs to complete the affiliation process each season. • 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
<ul style="list-style-type: none"> • First line support for Development email inboxes. • First line phone support. • Support the Football Development team to deliver the player pathways, leading on the Player Dispensation process. • Support the Football Development team in the delivery of W&G programmes, products, resources, funding, facilities access, County Cups, and Priority Places projects. • Support the creation of W&G content for London FA. • Support the delivery of the London FA affiliation programme, working directly with London FA clubs to affiliate each season. • Lead on the London FA New Clubs process. • 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 2024-2028, and beyond. • Ensure safeguarding is embedded into all work and activities. • To support the delivery of other key areas of the business as required.

Location	Hybrid working arrangements, with a minimum of one day per week (currently Wednesday), at the London FA office (Wembley Stadium)
Working hours and times	5 days per week (35 hours) Monday to Friday. Occasional evening and weekend work will be required as part of the role.
Contract type	Full-time, 18 months fixed term.



Person specification	
<p>Essential skills and experience</p> <ul style="list-style-type: none"> • Competent IT skills, including Microsoft 365 applications/Databases/Canva, and willingness to learn. • Exceptional customer service attitude and skills. • Ability to multi-task, prioritise, and structure work, delivering results within agreed timeframes. • A working understanding and application of inclusion, equality, and diversity, • A working understanding of safeguarding policy and practice. • Effective communicator – verbal and written. • Problem-solving and decision-making skills. • Experience of working with and supporting volunteers. • Self-motivated with the ability to build trust-based relationships. • Team player. • Commitment to on-going professional development 	<p>Desirable skills and experience</p> <ul style="list-style-type: none"> • A passion to support and develop women and girls' football. • Experience in Equality, Diversity, and Inclusion projects. • A background in and passion for sport and the development of sport to improve people's lives. • Knowledge and experience of working in grassroots Football.

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
PROFESSIONAL STANDARDS	<p>To promote the highest levels of governance across the grass roots network.</p> <p><i>We are passionate about:</i></p> <ul style="list-style-type: none"> • taking our responsibilities to our colleagues, customers, stakeholders, and communities seriously • creating a trusting team culture that supports and enables our people to thrive • doing the right things, at the right time and in the right way, to deliver a great footballing experience in London
INCLUSIVE APPROACH	<p>Our purpose is to inspire positive change through football for all -by uniting communities, tackling inequalities and improving the health of the nation.</p> <p><i>We are passionate about:</i></p> <ul style="list-style-type: none"> • seeking out different perspectives and welcoming diverse voices to our conversations • removing prejudice, stereotypes, and bias from our thinking, systems, and decision making • creating physically and psychologically safe spaces for everyone involved in football in London to be themselves
SERVICE MINDSET	<p>To serve London's grassroots football family, supporting them to improve the quality of football provision across the capital.</p> <p><i>We are passionate about:</i></p> <ul style="list-style-type: none"> • bringing people with relevant experience and skills together to impress our customers • being effective in our delivery and ready to adapt to meet our customers needs • creating safe, fun, and memorable footballing experiences for all
PERSONAL DEVELOPMENT	<p>To support those running the game to learn and develop.</p> <p><i>We are passionate about:</i></p> <ul style="list-style-type: none"> • developing our skills to enable us to deliver our strategy, being ready for unplanned challenges, and future changes • being receptive to feedback to inform our individual and collective development • kick-starting and supporting careers in football and the wider sporting world



CREATIVE SOLUTIONS	To modernize and ensure we support people to effectively deliver our strategy. <i>We are passionate about:</i> <ul style="list-style-type: none">• seeking out bold and ambitious inspiration from unusual places whilst doing the basics brilliantly• breaking the mould, stepping out of comfort zones and busting down barriers• being on the leading edge of our sport, acting as role models for others to get inspired by
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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.