**Job Description and Person Specification**

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| **Job title** | Equal Game Ambassador – Women & Girls Football |
| **Reports to** | Andrew Perren, Participation & Development Officer |

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| **Job purpose(s)** | |
| Support grassroots football clubs to apply their learnings from the Equal Game Training and build their own Equal Game Action Plan; creating more accessible opportunities for women and girls. | |
| **Direct reports** | N/A |

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| **Location** | Middlesex FA HQ, UB5 5FA with homeworking and some travel across the county |
| **Working hours** | 50 hour contract.  Hours of work will vary and may include evenings and weekends |
| **Contract type** | Casual Worker |

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| **Responsibilities** |
| * Attend one of the ‘Train the Trainer course dates; Tuesday 29th November @ West Riding FA, Wednesday 30th November @ Leicestershire FA or Tuesday 6th December @ Berks & Bucks FA * Work with County FA Leads to collaboratively deliver the local ‘Equal Game’ Training * Work with England Football Accredited clubs following their completion of the ‘Equal Game Training’ to support in the creation of a bespoke female football game plan. This outlines new club-based opportunities for female players which may include new playing provisions, coaching development, volunteering roles, and creating safe environments. * Support with engagement at every level of the club to maximise and sustain these opportunities for female players. * Signpost and help clubs access relevant support including funding and coach development opportunities via the County FA, and FA Women & Girls Coach Development network. * Support clubs to build and sustain relationships with relevant local partners such as charitable organisations, educational establishments, alongside other key partners to promote the new opportunities. * Collaborate with County FA staff, national FA staff, FA Women & Girls Coach Mentors, FA Women & Girls Community Champions, external partners, and wider members of the grassroots delivery team workforce. * Maintain records of the support being provided to grassroots clubs with the aim of providing clarity on work programmes, development opportunities and sharing of good practice. |

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| **Person specification** | |
| **Experience** | |
| **Essential**   * Can demonstrate a history of success in developing female grassroots football opportunities and/or an experienced sports development professional. * Experience of facilitating and engaging with volunteers. * Experience of engaging with external partners and stakeholders. | **Desirable**   * Experience of volunteering within a grassroots football club as a Committee Member. * Experience of mentoring others. * Experience of accessing external funding. |
| **Knowledge, skills and behaviours** | |
| **Essential**   * Ability to build trust and develop effective working relationships within England Football Accredited Clubs. * Ability to deliver practical support sessions to a range of club Volunteers. * Understanding of how an England Football Accredited Club operates. * An advocate for female football with an understanding of the challenges and barriers that both players and volunteers can face. * Commitment to attend additional training provided as part of this programme. * Flexible in approach with willingness to work evenings and weekends, as well as travel across the County. * IT proficient- confident with setting up and actively taking part in online meetings. | **Desirable**   * Knowledge of The FA’s strategy for Women & Girls Football; Inspiring Positive Change. * Knowledge of the England Football Accreditation Framework and the existing support and resources available to Accredited Clubs. |
| **Enhanced DBS Check required?** | YES |
| **Clean, full driving licence?** | YES, but not essential |

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| **The job holder will be expected to understand and work in accordance with the values and behaviours described below** | |
| **FA value** | **Behaviours** |
| COMMITTED | We are committed to doing the right thing. Governing the game in a way that's fair to all and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity. |
| CREATIVE | We are creative. Adopting creative solutions to ensure we stay ahead of the game and meet the needs of our football community. We will focus on the future and learn from the past. |
| COLLABORATIVE | We are collaborative. We will engage with local and national partners to offer benefits to our football community. We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are meeting their needs and listening to their feedback. We will collaborate with each other to share knowledge, provide feedback and work as a team to meet our common goal. |
| CONNECTED | To be connected. We are connected to the community we serve, implementing a customer-focused approach that puts the participant at the heart of what we do. |

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| **Job description reviewed and modified by:** | Andrew Perren, Participation & Development Officer |
| **Date job description reviewed and modified:** | 14/10/2022 |
| **Job description authorisedby:** | Paul Sharpe, Head of Participation & Development |

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| **Signed by job holder (on appointment):** |  |
| **Date signed:** |  |

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.