



## Job Description and Person Specification

<b>Job title</b>	Football Development Officer (Women's Recreational Football & Volunteering)
<b>Reports to</b>	Head of Participation & Development

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To support delivery of The FA Grassroots Football Strategy and the Middlesex FA Business Strategy.</li> <li>To develop and deliver a sustainable plan for growth and quality across women's recreational football.</li> <li>To continue the engagement of the London Legacy Group to meet UEFA Women's EURO Legacy objectives.</li> <li>To recruit, retain and develop volunteers in order to effectively develop and deliver grassroots football.</li> <li>To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> <li>To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li> </ul>	
<b>Direct reports</b>	N/A

<b>Location</b>	Office/home based (Middlesex FA HQ, UB5 5FA) with regular travel across the county.
<b>Working hours</b>	35 hours per week. Flexible working hours between 8:00am – 6:00pm
<b>Contract type</b>	Fixed term until 30 <sup>th</sup> June 2024
<b>Starting salary</b>	£25,000 per annum

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>Strategically develop and implement a sustainable women's recreational football offer across the county that provides engagement opportunities for women across Just Play, Walking Football, and Soccercise.</li> <li>Utilise learnings from Host City boroughs (Brent, Ealing and Hounslow) and reference the FA Good Practice Guide on Adult Women's Recreational Football to help shape local offers.</li> <li>Offer bespoke support to underrepresented groups</li> <li>Brand all women's recreational delivery programmes as Just Play Centres where appropriate to help with signposting.</li> <li>Co-ordinate and develop the workforce to support the retention of women's recreational football offers.</li> <li>Ensure that projects and the volunteers recruited are inclusive, diverse, and reflective of local communities.</li> <li>Continue engagement of UEFA Women's EURO Legacy Group and Sub-Groups to meet London Legacy Programme objectives.</li> <li>Provide regular monitoring and evaluation to The FA, Sport England, the association and other key partners to evidence return on investment.</li> <li>Identify sources of funding to increase scalability and sustainability of projects.</li> <li>Utilise key national and local partners to support the plans and actively promote new and established programmes.</li> <li>Promote the EE Playmaker by England Football to encourage volunteers from all backgrounds to take their first steps in coaching.</li> <li>Develop and deliver an annual action plan to support high-quality volunteer opportunities across grassroots football.</li> <li>Support the Middlesex FA Youth Council to represent young people and identify, discuss, and consider local grassroots football issues.</li> </ul>	



- Support the planning implementation/piloting of new FA initiatives.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Promote The FA technical guidance documents to local authorities, clubs, leagues, schools and other facility providers.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within all facility and investment projects.
- Ensure contract agreements are in place with all contractors (facility hire, consultants etc.) and that these outline the requisite safeguarding responsibilities and accountabilities for all parties.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Middlesex FA and grassroots football.
- Execute additional tasks as required to meet Middlesex FA changing priorities.

### Person specification

#### Qualifications

##### Essential

- Educated to A Level or equivalent.

##### Desirable

- A qualification in sports development or similar

#### Skills

##### Essential

- 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 to deadlines.
- Excellent IT skills including the use of Microsoft Office applications.
- Ability to work independently and as part of a team
- Excellent time management and prioritisation skills.
- Excellent problem-solving and decision- making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

##### Desirable

- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.
- Previous experience of developing capital sports projects.
- Previous experience of successfully applying for funding for a project.
- Previous experience of advising or guiding on a project in a team environment.
- Capability to create multiple reports, budgets and plans.

#### Knowledge and experience

##### Essential

- Practical experience of sports/football/facility development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.

##### Desirable

- Knowledge of The FA's National Game Strategy and the National Facility Strategy.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.



<ul style="list-style-type: none"> <li>Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of working with volunteers.</li> </ul>
<b>Enhanced DBS Check required?</b>	YES
<b>Clean, full driving licence?</b>	YES

<b>The job holder will be expected to understand and work in accordance with the values and behaviours described below</b>	
<b>FA value</b>	<b>Behaviours</b>
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.

<b>Benefits of working at Middlesex FA</b>
<ul style="list-style-type: none"> <li>Flexible working, combining office and home locations to suit your needs and the business</li> <li>Workplace pension – x% from company</li> <li>A day off on your birthday</li> <li>Access to the cycle to work scheme</li> <li>Free Nike Staff Uniform every year</li> <li>Employee Assistance Programme</li> <li>Customer Service Awards</li> <li>Access to FA Cup Final Tickets and England Tickets at Wembley</li> <li>Additional time of over Christmas</li> <li>Opportunity to be part of the Health and Wellbeing Group (This group supports all staff on a range of topics such as fundraising for our Charity Partner, Health and Fitness, Wellbeing Workshops, Staff Socials and much more)</li> <li>2 Volunteering days a year (to take place in Middlesex)</li> <li>Personal Development Budgets</li> <li>Professional Development Plan</li> <li>20 days annual leave as standard increasing to xx after two years and then</li> <li>15% Staff Discount at Rectory Park</li> </ul>

<b>Job description reviewed and modified by:</b>	Katie Phillipson, Head of Participation & Development
--	---



**FOR ALL**



<b>Date job description reviewed and modified:</b>	29/06/2022
<b>Job description authorised by:</b>	Leigh O'Connor

<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	

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