



Job Description and Person Specification

Job title	Football Development Officer (Inclusion)
Reports to	Head of Participation & Development

Job purpose(s)	
<ul style="list-style-type: none"> To support delivery of The FA National Game Strategy and the Middlesex FA Business Strategy. To strategically coordinate disability football provision across the Middlesex FA and the local area. To influence and support the growth and retention of disability football along with diversity and inclusion targets to achieve set key performance indicators. To ensure the Middlesex FA is reflective and representative of the County demographics. To strategically co-ordinate the Middlesex FA Inclusion Advisory Group and work towards achieving the Intermediate Level of the Equality Standard. To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs. 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. 	
Direct reports	N/A

Location	Office based (Middlesex FA HQ, UB5 5FA) with regular travel across the county.
Working hours	35 hours per week. Flexible working hours between 8:00am – 6:00pm
Contract type	Fixed term until 30 th June 2024
Starting salary	£28,000 per annum

Responsibilities	
<ul style="list-style-type: none"> Work strategically to align current and future disability football provision, ensuring an integrated approach across the Middlesex FA, local Premier League and EFL (English Football League) club community organisations and key partners from across the disability, health, education, community and voluntary sectors. Retain and grow the number of affiliated disability football teams with an emphasis on creating player pathway opportunities within FA-accredited clubs (FA Charter Standard) structures for under-8, under-12, under-16 and adult age groups. Coordinate the delivery of a network of recreational disability football centres for male and females across key age groups: under-8, under-12, under-16 and adult. Develop and service a modern and sustainable competition structure across pan disability football, targeting under-8, under-12, under-16 and adult. Lead and deliver against the disability talent development programme within the Middlesex FA. Work with members of the Participation & Development team to deliver a comprehensive workforce plan that supports disability football across coaches, referees, volunteers and young leaders and is inclusive of disabled people. Represent the Middlesex 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 support in the delivery of diversity and inclusion targets and in creating a more inclusive culture across the Middlesex FA.
- Work with the Middlesex FA Inclusion Advisory Group to consult on plans and engage to provide advocates for diversity and inclusion activities.
- Lead the creation of the annual external report on the progress of the Middlesex FA diversity and inclusion programme and its published targets.
- Identify appropriate external network groups and develop the Middlesex FA brand through proactive engagement and membership.
- Develop activities and campaigns which will support the achievement of our diversity and inclusion targets.
- Identify sources of funding that will be of benefit to key stakeholders and provide advice and guidance to applicants.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within disability football development programmes.
- Support messaging so that under-18s and adults at risk across grassroots football know how to report concerns about their wellbeing and utilise feedback to enhance their experiences in grassroots football.
- 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).
- Contribute to ensuring that safeguarding and equality are embedded throughout the Middlesex FA and grassroots football.
- Execute tasks as required to meet the Middlesex FA changing priorities.

Person specification

Qualifications

Essential

- Educated to A Level or equivalent.

Desirable

- Two years' sports development experience and/or equality and diversity experience.

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.

Desirable

- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.
- Capability to create multiple reports, budgets and plans.



FOR ALL



<ul style="list-style-type: none"> • Exceptional customer service. • Budget management skills. • Report-writing skills. • Ability to use data to monitor and evaluate programmes. • Influencing skills to champion change. 	
Knowledge and experience	
Essential <ul style="list-style-type: none"> • Passionate about working in disability football. • 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. • Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. • Practical experience of sports/football development. • Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. • Knowledge of The FA coaching qualification framework. 	Desirable <ul style="list-style-type: none"> • Knowledge of The FA's National Game Strategy. • Experience of project management. • Experience of utilising mapping programmes to support strategic and logistical planning. • Knowledge and understanding of working with volunteers.
Enhanced DBS Check required	YES
Clean, full driving licence?	YES

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.



Benefits of working at Middlesex FA

- Flexible working, combining office and home locations to suit your needs and the business
- Workplace pension – x% from company
- A day off on your birthday
- Access to the cycle to work scheme
- Free Nike Staff Uniform every year
- Employee Assistance Programme
- Customer Service Awards
- Access to FA Cup Final Tickets and England Tickets at Wembley
- Additional time of over Christmas
- 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)
- 2 Volunteering days a year (to take place in Middlesex)
- Personal Development Budgets
- Professional Development Plan
- 20 days annual leave as standard increasing to xx after two years and then
- 15% Staff Discount at Rectory Park

Job description reviewed and modified by:	Katie Phillipson, Head of Participation & Development
Date job description reviewed and modified:	07/06/2022
Job description authorised by:	Leigh O'Connor

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.