



MIDDLESEX FOOTBALL

Job Description and Person Specification

Job title	Head of Participation & Development
Reports to	Chief Executive Officer

Job purpose(s)	
<ul style="list-style-type: none">To support delivery of The FA Grassroots Football Strategy and the Middlesex FA Business Strategy.To provide strategic direction to the Participation & Development department.To identify and activate priority projects for Football Foundation investment via Local Football Facility Plans.To protect existing football facilities from planning application.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	5 x Football Development Officers

Location	Flexible working (home and office), with a minimum of two days per week required in the office (Middlesex FA HQ, UB5 5FA), in addition to regular travel across the county.
Working hours	35 hours per week. Flexible working hours between 8:00am – 6:00pm. Some evening and weekend work will be required.
Contract type	Permanent
Starting salary	£38,000 to £42,000 per annum

Responsibilities	
Football Development	
<ul style="list-style-type: none">Effectively lead, manage, and develop the Participation and Development team to deliver the Middlesex FA strategic plan; setting targets, monitoring performance and identifying training requirements.Identify, manage and develop relationships with key partners to meet the strategic objectives of Middlesex FA.Manage Participation & Development budgets and provide quarterly reports on a quarterly basis.To ensure the continuation of delivery and monitoring and evaluation of the UEFA Women's EURO Legacy Programme in host cities to achieve set targets until 2024.Develop and deliver an annual action plan to deliver growth and high-quality football opportunities across all football pathways (women and girls, male and disability).Awareness of all the Middlesex FA policies and procedures, ensuring that they are reviewed annually and updated where necessary.Analyse, and use data and insight, to design and develop local solutions that meet local stakeholder needs across grassroots football.Use the safer recruitment policy to ensure that staff and volunteers deployed by the association are suitable for their roles and uphold the values and behaviours of the association and it is applied to new appointments.	
Facility and Investment	
<ul style="list-style-type: none">Track the quantity and quality of football pitches and ground locations for affiliated fixtures.Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework and The FA's Grassroots Football Strategy.	



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- Ensure that each local authority area has a robust Local Football Facility Plan in place to identify priority projects for potential investment.
- Activate priority projects from Local Football Facility Plans and deliver against Football Foundation spend targets.
- Deliver support days to provide guidance to each Football Foundation applicant and ensure progress.
- Contribute to the development of local authority playing pitch strategies and provide responses to planning applications affecting football facilities.
- Collaborate with The FA, Football Foundation, Grounds Management Association and Sport England.
- Develop collaborative working partnerships with local authorities, clubs, leagues, schools and other facility providers.
- Promote The FA technical guidance documents to local authorities, clubs, leagues, schools and other facility providers.
- 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.

General

- 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 association and grassroots football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within Football Development and Facility & Investment programmes.
- Risk-assess all Middlesex FA events and activity for under-18s and where the association directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Provide support to the Chief Executive Officer when required to do so.
- Execute tasks as required to meet the Middlesex FA's changing priorities.

Person specification

Qualifications

Essential

- A degree level qualification or a minimum of two years' sports development experience.

Desirable

- A qualification in sports development.

Skills

Essential

- Strategic thinking and planning skills.
- Self-motivated with excellent leadership skills and ability to build trust-based relationships.
- Excellent internal and external stakeholder relations and customer service skills.
- 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 deadlines.
- Ability to coach, develop and manage the performance of staff.

Desirable

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<ul style="list-style-type: none"> • Exceptional communication, interpersonal and influencing skills. • Effective report-writing and presentation skills. • Effective prioritisation and time management skills. • Excellent IT skills, including the use of Microsoft Office applications. • Excellent problem-solving and decision-making skills. • Budget management skills. • Ability to use data to monitor and evaluate programmes. • Influencing skills to champion change. 	
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Knowledge and experience

<p>Essential</p> <ul style="list-style-type: none"> • Knowledge of how the County FA operates in partnership with The FA. • Experience of project management. • Knowledge of and commitment to equality, diversity and inclusion. • Knowledge of the The FA's Safeguarding Operating Standard. • Knowledge and understanding of the infrastructure and networks that exist within education, recreation, competition and talent that can support the development of grassroots football. • Experience of monitoring and evaluation of programmes. • Knowledge of good people management practice. 	<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge and understanding of The FA's Grassroots Football Strategy and how the County FA business plans support its delivery. • Experience of utilising mapping programmes to support strategic and logistical planning. • Knowledge and understanding of working with volunteers.
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Enhanced DBS Check required?	YES
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Clean, full driving licence?	YES
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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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Benefits of working at Middlesex FA

- Flexible working, combining office and home locations to suit your needs and the business
- Workplace pension
- 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:	21/07/2022
Job description authorised by:	Leigh O'Connor, Chief Executive Officer

How to apply	Submit your CV and Cover Letter via the link below. https://middlesexfa.peoplehr.net/Pages/JobBoard/Opening.aspx?v=d9d0bb67-672b-433e-a7c4-c9ff4d0faa30
Deadline for applications:	24 th August 2022
Interview Date:	8 th or 9 th September 2022

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.