**Job Description and Person Specification**

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| **Job title** | Participation Officer |
| **Reports to** | Head of Participation & Development |

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| **Job purpose(s)** | |
| * To support delivery of The FA National Game Strategy and the Middlesex FA Business Strategy. * To develop and deliver a sustainable plan for growth and quality across male and female player pathways. * To influence and support the growth and retention of male and female participation within the county to achieve set key performance indicators. * 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 |

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| **Location** | Office/Home 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 with a minimum requirement of two days in the office per week. |
| **Contract type** | Permanent |
| **Starting salary** | £28,000 per annum |

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| **Responsibilities** |
| * Work collaboratively through local strategic networks within the community to support the growth and retention of male and female players through key FA programmes. * Complete an annual analysis of male and female football to map participation and identify gaps in provision. * Retain and grow the number of affiliated football teams within FA Accredited clubs with a focus on developing complete player pathways across male and female football. * Facilitate the movement of male and female players from mini-soccer to youth football and youth football to adult football. * Develop and co-ordinate participation programmes to support and grow male and female football provision. * Lead recreational programmes (including FA Wildcats, Squad and Just Play programmes) by engaging a wide range of stakeholders and targeting a variety of participant groups based upon local demand. * Provide or facilitate the development of other formats of football (e.g. walking football and futsal) that reflect changing participant behaviour and expectations. * Create, maintain and communicate an inclusive player pathway through education, recreation, competition and talent to support growth and retention. * Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within football development programmes. * Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing. * Listen to and consult with under-18s on their experiences of grassroots football as part of the Middlesex FA youth engagement strategy and utilise the feedback to enhance the experience, fun and safety 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). * Constructive working relationships with the key stakeholders and develop regular contact to promote collaboration and sharing of good practice. * Ensure that football in Middlesex is inclusive, diverse and reflective of local communities. * Identify sources of funding for the association to support and grow participation programmes across the county. * Identify sources of funding that will be of benefit to key stakeholders and provide advice and guidance to applicants. * Provide football development support and advice to clubs and leagues. * Drive implementation of The FA’s growth strategy for women’s and girls’ football locally * Use national and local data, research and customer insight to drive participation in grassroots football. * 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. |

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| **Person specification** | |
| **Qualifications** | |
| **Essential**   * Educated to A Level or equivalent. | **Desirable**   * A qualification in sports development. |
| **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 * Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players * Capability to create multiple reports, budgets and plans |

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| **Knowledge and experience** | |
| **Essential**   * Practical experience of sports / football development. * Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. * Knowledge of The FA coaching qualification framework. * Knowledge of the structure and partner organisations within football both nationally and within the County FA locality. * Knowledge of The FA’s growth strategy for women’s and girls’ football and barriers to participation faced by females. * Knowledge and understanding of the infrastructure and networks that exist within education, recreation, competition and talent that can support the development of both women’s and girls’ and male football. | **Desirable**   * 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 |

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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 |

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| **How to apply** | Submit your CV and Cover Letter on the link below. https://middlesexfa.peoplehr.net/Pages/JobBoard/Opening.aspx?v=cf157d06-10e5-42a5-9044-05aea39a58bd |
| **Deadline for applications** | 28th February 2022 |
| **Interview Date** | 9th March 2022 |

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| **Job description reviewed and modified by:** | Katie Phillipson, Head of Participation & Development |
| **Date job description reviewed and modified:** | 03/02/2022 |
| **Job description authorisedby:** | Leigh O’Connor |

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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.