

## Role Profile

<b>Job Title:</b>	<b>Football Development Officer (with Disability responsibility)</b>		
<b>Reports To:</b>	<b>Football Development Manager</b>	<b>Jobs Reporting into the Job Holder:</b>	<b>none</b>
<b>1. Job Purpose</b>			
<p>To support and develop all areas of disability football in accordance with the County FA Business and Disability Workforce Fund (DWF) plans and to support the achievement of all County FA targets - National Game Strategy and DWF.</p> <p>Unite disability football through the strategic coordination of all disability football provision locally, ensuring provision is aligned and positively impacts the priority areas for disability football, thereby sustaining and growing participation levels at a local level.</p>			
<b>2. Principal Accountabilities/Responsibilities</b>			
<b><u>DISABILITY</u></b>			
<ul style="list-style-type: none"> <li>▪ Plan and deliver programmes to retain and grow participation for players with a disability aged 5+ within both affiliated and recreational settings</li> <li>▪ Identify, manage and develop relationships with key partners to meet the objectives and targets of the County FA</li> <li>▪ Lead and support a disability football forum/steering group to fulfil a strategic role of aligning current and future disability football provision and investment by ensuring an integrated approach from the CFA and Football League Clubs together with key partners from across the disability, health, education and community &amp; voluntary sectors</li> <li>▪ Analyse and make use of national and local data &amp; insight to design and deliver customer focused services that address the priority areas for disability football</li> <li>▪ Support the development of disability league and club services</li> <li>▪ Ensure the workforce is adequate to develop disability football and is supported and developed across coaches, referees, volunteers and young leaders</li> <li>▪ Lead and deliver against the disability talent development programme within the County</li> <li>▪ Raise the profile of good news stories and the range of disability football opportunities across the pathway</li> <li>▪ Raise the profile and understanding of Adults at Risk within the game locally</li> <li>▪ Working with the Designated Safeguarding Officer, ensure that Safeguarding Operational Standards are embedded and met in the delivery all of the work involved</li> </ul>			
<b><u>ADDITIONAL AREAS OF WORK</u></b>			
<ul style="list-style-type: none"> <li>• Support the delivery of all formats of football to meet the needs and demands of the participants in our community</li> <li>• Assist with Safeguarding Operational Standards compliancy</li> <li>• Work with BAME groups in the community to encourage participation in football in whatever role people desire</li> </ul>			
<b>3. Knowledge/Experience/Technical Skills</b>			

a) Knowledge/Experience/Technical Skills	
<p style="text-align: center;"><b>Essential:-</b></p> <ul style="list-style-type: none"> <li>▪ Interest and passion for disability football</li> <li>▪ Practical experience of Sports / Football Development</li> <li>▪ Understanding of disability sport structures and development pathways at local, regional and national level</li> <li>▪ An understanding of the barriers to participation faced by people with a disability</li> <li>▪ Project management skills and experience – to plan, set and achieve objectives within strict deadlines</li> <li>▪ Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes and courses</li> <li>▪ Experience of monitoring and evaluation of programmes and courses</li> <li>• Experience of writing reports and excellent IT skills (Outlook, Word, Excel, PowerPoint, etc.)</li> <li>• Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice</li> <li>• Knowledge of relevant funding agencies</li> <li>• Driving licence (to be decided by each CFA)</li> <li>• Understanding of the importance of safeguarding in general</li> </ul>	<p style="text-align: center;"><b>Desirable:-</b></p> <ul style="list-style-type: none"> <li>• Knowledge of The FA’s National Game Strategy</li> <li>• Knowledge of the structures and organisations within football / disability football both Nationally and within the County FA locality</li> <li>• Knowledge of the service providers that support people with a disability both Nationally and within the County FA locality</li> <li>• Sports development / other relevant qualification</li> <li>• Experience of managing and working with budgets</li> <li>• Experience of safeguarding especially children, young people and Adults at Risk (vulnerable adults)</li> </ul>
b) Behaviours	
<ul style="list-style-type: none"> <li>• Problem Solving</li> <li>• Teamwork</li> <li>• Communicating</li> <li>• Delivery</li> <li>• Customer Excellence</li> <li>• Developing Self and Others</li> <li>• Leadership</li> </ul>	
<p><b>Further Information</b></p> <p>a) Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities? YES /NO (delete as applicable)</p>	

Where the answer to the above question is **YES** the following wording will be included in any advertisement:  
“As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope”

Completed by Name/Role	
Signature	
Date	

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.