**Job Description and Person Specification**

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| **Job title** | Equal Game Ambassador – Women & Girls Football |
| **Reports to** | James Shiplee, Senior Development Officer |

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| **Job purpose(s)** | |
| Support grassroots football clubs to apply their learnings from the Equal Game Training and build their own Equal Game Action Plan; creating more accessible opportunities for women and girls. | |
| **Direct reports** | N/A |

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| **Location** | Home based with travel across Oxfordshire |
| **Working hours** | 50 hours per annum  Hours of work will vary and may include evenings and weekends |
| **Contract type** | Casual Worker |

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| **Responsibilities** |
| * Attend one of the ‘Train the Trainer course dates; Tuesday 29th November @ West Riding FA, Wednesday 30th November @ Leicestershire FA or Tuesday 6th December @ Berks & Bucks FA * Work with County FA Lead to collaboratively deliver the local ‘Equal Game’ Training * Work with England Football Accredited clubs following their completion of the ‘Equal Game Training’ to support in the creation of a bespoke female football game plan. This outlines new club-based opportunities for female players which may include new playing provisions, coaching development, volunteering roles, and creating safe environments. * Support with engagement at every level of the club to maximise and sustain these opportunities for female players. * Signpost and help clubs access relevant support including funding and coach development opportunities via the County FA, and FA Women & Girls Coach Development network. * Support clubs to build and sustain relationships with relevant local partners such as charitable organisations, educational establishments, alongside other key partners to promote the new opportunities. * Collaborate with County FA staff, national FA staff, FA Women & Girls Coach Mentors, FA Women & Girls Community Champions, external partners, and wider members of the grassroots delivery team workforce. * Maintain records of the support being provided to grassroots clubs with the aim of providing clarity on work programmes, development opportunities and sharing of good practice. |

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| **Person specification** | |
| **Experience** | |
| **Essential**   * Can demonstrate a history of success in developing female grassroots football opportunities and/or an experienced sports development professional. * Experience of facilitating and engaging with volunteers. * Experience of engaging with external partners and stakeholders. | **Desirable**   * Experience of volunteering within a grassroots football club as a Committee Member. * Experience of mentoring others. * Experience of accessing external funding. |
| **Knowledge, skills and behaviours** | |
| **Essential**   * Ability to build trust and develop effective working relationships within England Football Accredited Clubs. * Ability to deliver practical support sessions to a range of club Volunteers. * Understanding of how an England Football Accredited Club operates. * An advocate for female football with an understanding of the challenges and barriers that both players and volunteers can face. * Commitment to attend additional training provided as part of this programme. * Flexible in approach with willingness to work evenings and weekends, as well as travel across the County. * IT proficient- confident with setting up and actively taking part in online meetings. | **Desirable**   * Knowledge of The FA’s strategy for Women & Girls Football; Inspiring Positive Change. * Knowledge of the England Football Accreditation Framework and the existing support and resources available to Accredited Clubs. |
| **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 pf the Oxfordshire FA** | |
| **FA value** | **Behaviours** |
| PROGRESSIVE | **Embraces new thinking in pursuit of continuous improvement:**   * Identifies the need for, and actions change in direction, practice, policy or procedure. * Questions the way things are done and takes informed risks. * Continuously seeks to improve efficiency and performance. |
| RESPECTFUL | **Sets the standards for respectful behaviour across the game:**   * Maintains people’s self-esteem when interacting with them. * Avoids pre-judgement when listening to suggestions from others. * Seizes the opportunity to apply FA standards at all times. |
| INCLUSIVE | **Champions and ensures that football is, and will remain, a game for *everyone:***   * Openly collaborates with colleagues and partners in the game * Provides equal opportunity to people of different backgrounds, experience and perspective * Seeks out and embraces new ways of thinking and working. |
| DETERMINED | **Tenacious and accountable. Serving the whole game and doing the right thing:**   * Works relentlessly to overcome roadblocks or obstacles to achieve the goal. * Remains focused on seeing agreed goals through to completion taking pride in their work. * Maintains motivation for their team and themselves. |
| EXCELLENT | **The very best outcome achieved by sustained excellence in performance:**   * Seeks to achieve the highest levels of performance at all times. * Persistent to achieve a standard that others consider impossible. * Challenges others to go further and achieve more. |

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| **Job description reviewed and modified by:** | James Shiplee |
| **Date job description reviewed and modified:** | 17/10/2022 |
| **Job description authorisedby:** | Ian Mason, CEO |

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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.