

FOOTBALL DEVELOPMENT MANAGER

KEY TASKS

You are responsible to the Chairman for the following key tasks. In discharging your duties, you have freedom of movement to complete these tasks as you see fit, mindful of all relevant RAF and FA policies. Should direction be required then you should seek that first through the Chief of Staff.

TASK 1 – RAF FA HEADQUARTERS DUTIES

- Line management of the Football Development Assistant (FDA) in line with personal and performance reviews, setting targets, monitoring performance and identifying training requirements.
- MODNet RAF FA Team Site Administrator duties.
- Accuracy of all financial activities related to your role.
- Maintenance of working relationship with Army FA and RN FA counterparts.
- Lead the Charity's annual FA delivery plan.
- Lead the Charity's submissions to the FA County Awards and/or other relevant awards opportunities.
- Work with RAF FA HQ staff, Executive Committee members and the Board of Trustees to identify and implement opportunities for continuous improvement in RAF FA ways of working.

TASK 2 - EXECUTIVE COMMITTEE/BOARD OF TRUSTEE DUTIES

- Report against FA KPIs to both the EC and BoT as required.
- Production of an end of year report on activities for inclusion in the Annual Report and presentation to the Board/EC.
- Manage the football development element of the RAF FA 3 Year strategy and annual operational plan.

TASK 3 – SUPPORT TO THE FINANCIAL DIRECTOR

- Support the annual budget cycle by developing HQ bids.
- Day to day management of the Charity's Football Delivery budget.
- Development of an annual income forecast.

- Oversee the FDA in any financial activities they undertake in support to the Financial Director.
- Identify, and where appropriate, lead, FA Football Delivery funding bids.

TASK 4 – FOOTBALL DELIVERY

- Support the Football Delivery Team in the running of core annual football tournaments: Festival of Football; Trade League; Veterans’ tournament and Women’s tournament (where applicable).
- Support units in the development and maintenance of England Football Accredited status.

TASK 5 – DESIGNATED SAFEGUARDING OFFICER

- Lead the RAF FA Safeguarding365 workstream and associated assessment processes.
- Implementation of Safeguarding365 operating standards and principles.
- Partner with The FA, statutory agencies and other relevant agencies to maintain our safeguarding awareness and standard.
- Management of RAF FA DBS processes and applications.
- Management of the safer recruitment process for relevant staff and volunteer roles.
- Contribute to ensuring that equality is embedded throughout the RAF FA and grassroots football.

TASK 6 – ORGANISATION OF COMPLIANT TRAINING COURSES

- Influence The FA and England Football Learning to manage expectations of service personnel.
- Promote and deliver where applicable relevant England Football Learning courses each season.
- Manage and deliver a CPD education plan each season.
- Manage and deliver referee courses each season.
- Manage all Internal or External Verification visits/audits.
- Create and run appropriate publicity campaigns to maximise attendance on training courses.
- Manage the interface with relevant FA departments and individuals.

TASK 7 – CORE VOLUNTEER DEVELOPMENT

- Coach development including identifying new talent; supporting applications to the RAF Central Fund; and monitor progression of coaches through FA pathway, DBS, Safeguarding checks and adherence to all medical requirements.
- Medical staff development including identifying new talent; and monitor progression of coaches through FA pathway, DBS, Safeguarding checks and adherence to all medical requirements.
- Referee development including identifying new talent and supporting the Referee Development Officer as required.
- Undertake activities that supports and retains club and league volunteers.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (including Matchday app and Full-Time).

TASK 8 – ANALYSE and PURSUE OPPORTUNITIES FOR GREATER PARTICIPATION

- Use data and insight, to design and develop local solutions that meet local stakeholder needs across all football pathways, including solutions for greater participation on Units.

TASK 9 – BUSINESS DEVELOPMENT

- Explore new revenue streams for the RAF FA.
- Develop partnership opportunities with other CFAs where mutual benefit can be determined.
- Identify areas to share opportunities and gather/spread best practice across the CFA network or local football enterprise.