**Role Profile**

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| Job title | RAF Football Association – Grassroots Competitions Delivery Officer |
| Reports to:  | Grassroots Competitions Delivery OIC | Jobs Reporting into the Job Holder: | Grassroots Competitions Delivery Support |
| 1. **Job Purpose**
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| Delivery of Grassroots Competitions on behalf of and in accordance with the RAF FA Handbook and RAF FA Strategy and Vision, iot meet the (FA endorsed) strategic objectives cited within the 2021-2024 Business Reset Strategy[[1]](#footnote-2). Key to this is the objective to, ‘Re-generate, evolve and expand participation at all levels, providing opportunities for all’. |
| 1. **Principal Accountabilities/Responsibilities**
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| You will be responsible for the delivery of Grassroots Football Competitions as part of the Delivery Team – the RAF FA Challenge Cup (The Keith Christie Trophy), the RAF FA Plate and the RAF FA Festival of Football (5-a-side). You have the following responsibilities:* Plan, coordinate and execute the delivery of grassroots football competitions, taking into consideration deconfliction of representative fixtures.
* Attend and contribute to the running of Finals Day and RAF Festival of Football, as directed by the Grassroots Competitions OIC.
* Work collaboratively with stakeholders (RAF FA Grassroots Head of Delivery, Competitions Delivery OIC, RAF FA Hq, OICs, Team Managers and Secretaries & Officials Secretaries) to increase understanding and awareness of key issues and barriers to meet potential for growth and achieve RAF FA targets for successful competitions.
* Publicise and communicate key events/dates to stakeholders.
* Provide relevant updates to the RAF FA Secretary for inclusion in the RAF FA Handbook, Competitions Section.
* Recruit, retain and develop volunteers within the Football Delivery AOR
* Support the review and delivery of competitions (notably the RAF Cup), looking to add bespoke competitions where the opportunity/need arises.
* Support the Association strategy by raising the profile and the perception of the RAF FA in leading and developing grassroots football.
* Support the implementation of RESPECT
* Deputise for Grassroots Competitions Delivery OIC in their absence.
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| 1. **Knowledge/Experience/Technical Skills/Behaviours**
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| **Essential:** |  **Desirable:** |
| · Understanding of RAF Football at Grassroots level. · Ability to plan and execute a competition.· Good communications/networking skills.· Demonstrate a working understanding and application of inclusion, equality and anti - discrimination, safeguarding and best practice  | · Knowledge of the structure and organisations within RAF FA· Practical experience of Sports / Football Development  |
| **b) Key skills – as defined in County Football Association Competency Model** |  |
| · Problem Solving · Teamwork · Communicating · Delivery · Customer Excellence · Developing Self and Others · Leadership |  |
| **Further Information** |
| 1. 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? **NO**

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 |  |
| 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.

1. <https://www.thefa.com/-/media/cfa/royalairforcefa/files/stratagies/raf---2021-24-business-reset-strategy_v7.ashx?la=en> [↑](#footnote-ref-2)