

Role Profile



FOR ALL

Job Title:	Club Support Officer	Reports To:	Football Development Manager	Grade:	N/a
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Role Purpose:

- To build, develop and support the infrastructure of grassroots football clubs across Sheffield & Hallamshire County FA
- To support the delivery of The FA National Game Strategy in partnership with key stakeholders and enhance the CFAs major priorities
- To support the development of clubs that are safe, fun and inclusive FOR ALL by providing modern, fit for purpose club structures and services, which will grow and retain participants, support the workforce and raise standards across the game
- To lead on the FA Charter Standard programme and related Charter Standard key performance indicators

Direct Reports: None

Key Accountabilities:

- To develop and support a sustainable plan for growth and quality of club structures aligned to the FA National Game Strategy
- Work with the FA and partners to maximise insight and research knowledge to deliver programmes and services to customers that meet their expectations
- Promote and support clubs to gain and maintain quality accreditations which include FA Charter Standard, Respect and safeguarding to create a better match day environment.
- Develop relationships with clubs and partnerships between clubs to develop full male and female player pathways which includes disability and recreational provision within clubs, representing their community and capacity of their facility/playing surface
- Support the club volunteer workforce by identifying and analysing the clubs needs and areas of training and development
- Support the development of young leaders in clubs, leagues and CFA Youth Council
- Understand and promote FA technology systems to help simplify administration of the game and support our club workforce such as The FA Whole Game System and Full-Time Admin system
- To strategically develop clubs through On Pitch and Off Pitch opportunities;
 - Off Pitch – FA Charter Standard Accreditation, FA Technology Systems, Discipline, Affiliation, CRCs, WGS, Communications and mapping of provision/activity (pathways, growth & retention)
 - On Pitch – Coach Education, Volunteer Recruitment & role profiles, Respect, Player recruitment, fundraising
- To identify and support clubs with small grant applications
- Lead, plan and prioritise activities and issues arising, and implement actions according to CFA business strategy
- Support staff to effectively enhance their capabilities and expertise to provide the quality of service required by the CFA and in accordance with best practice
- Executes additional tasks as required in order to meet CFA's changing priorities
- Ensure compliance with CFA's policies and procedures
- Ensure that the CFA effectively implement and maintain the FA's Safeguarding Operating Standard within Football.
- An understanding and awareness of generic Equality law and of good practice within sports equality

CFA Values and Behaviours

Behaviours

Our Vision: Changing Lives Through Football

Our Mission: Leading Local Football and Delivering Exceptional Services

Our Values:

- Fair
- Inspiring
- Engaging
- Passionate

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<p>Essential Skills:</p> <p>Must have an approachable and positive attitude</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge and understanding of sports structures and sports development • Knowledge of The FA's National Game Strategy <p>Experience</p> <ul style="list-style-type: none"> • Knowledge and understanding of operating within voluntary sports clubs • Experience of Sports / Football Development • Interest and passion for football <p>Technical Skills</p> <ul style="list-style-type: none"> • An ability to develop, maintain and strengthen partnerships both internally and externally • Experience of persuasive communication to influence changes of behaviour • Experience of managing budgets • Experience of independent working and self-motivation • Project management skills and experience – to plan, set and achieve objectives within strict deadlines • Reporting Writing skills • Excellent IT skills • Microsoft Office • Ability to create presentations and present to a wide range of key stakeholders • Experience of monitoring and evaluation of programmes 	<p>Desirable Skills:</p> <p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of local and national football structures • An understanding of the wider sports network and the key principals to driving participation growth • An understanding of the FA Charter Standard programme <p>Experience</p> <ul style="list-style-type: none"> • Experience of utilising insight to inform delivery • Experience of having taken on organisational roles in a voluntary sport – captain, manager, team secretary, referee etc <p>Technical Skills</p> <ul style="list-style-type: none"> • Basic Health and Safety knowledge
<p>Enhanced CRC Check Required:</p>	<p>YES</p>
<p>Clean Full Driving Licence:</p>	<p>YES</p>
<p>Created by:</p>	<p><i>Sarah Wood</i></p>
<p>Date Role Profile Created:</p>	<p>November 2018</p>
<p>Signed by Role Holder:</p>	<p>S. Wood</p>