



**FOR ALL**



## Job Description and Person Specification

<b>Job title</b>	Football Development Administrator
<b>Reports to</b>	Football Development Manager

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To support delivery of The FA National Game Strategy and the Sheffield &amp; Hallamshire County FA Business Strategy.</li> <li>To assist in the efficient running of the Football Development department.</li> <li>To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> <li>To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li> </ul>	
<b>Direct reports</b>	N/A

<b>Location</b>	The role will be based at the County FA Offices – 204 Meadowhall Road, Sheffield, however home working is a feature of this position. The post holder may be required to attend meetings and training away from the office.
<b>Working hours</b>	The role will be 35 hours per week, typically working hours will be Monday to Friday. However, in order to meet the needs of the business and its customers evening and weekend working will be required.
<b>Contract type</b>	The role is fixed term to 30 <sup>th</sup> June 2025

<b>Responsibilities</b>	
<b>Football Development Programme Responsibilities</b>	
<ul style="list-style-type: none"> <li>Support delivery of the coach development programme; support on the organising, planning and delivery of high-quality coach support events to meet the needs of the local grassroots coach workforce.</li> <li>Support the recruitment and retention of a diverse coaching workforce through the FA qualification framework and local CPD opportunities, with a direct responsibility to increase the number of youth teams with qualified coaches' percentage.</li> <li>Develop constructive working relationships with the key stakeholders and maintain regular contact to promote collaboration and sharing of good practice.</li> <li>Support a programme of services to club and league volunteers, with an emphasis on gaining more FA-accredited clubs and leagues.</li> <li>Support the club and league accreditation renewal process and ensure safeguarding requirements are met.</li> <li>Lead on the administration of SHCFA leagues</li> <li>Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app, Club and Competition Portal, and Full-Time).</li> </ul>	
<b>Safeguarding Responsibilities</b>	
<ul style="list-style-type: none"> <li>Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within football development programmes.</li> <li>Risk-assess all Sheffield &amp; Hallamshire County FA events and activity for under-18s and where the Sheffield &amp; Hallamshire County FA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.</li> <li>Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.</li> <li>Listen to and consult with under-18s on their experiences of grassroots football as part of the Sheffield &amp; Hallamshire County FA youth engagement strategy.</li> </ul>	



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- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Sheffield & Hallamshire County FA and grassroots football.

**Marketing & Communication Responsibilities**

- Support with the scheduling and management of social media campaigns
- Support with the publication of news articles on SheffieldFA.com
- Support with marketing requirements at public events by liaising with external audiences, partners and/or suppliers
- Assist with market research and customer feedback campaigns

**Additional Responsibilities**

- Ensure that grassroots football is inclusive, diverse and reflective of local communities.
- Use national and local data, research and customer insight to increase participation in grassroots football.
- Provide general administration support to safeguarding programmes, activities, events and communications.
- Execute tasks as required to meet the Sheffield & Hallamshire County FA changing priorities.

<b>Person specification</b>	
<b>Qualifications</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• GCSEs at Grade C (or equivalent) in English and Maths.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• A qualification in sports development.</li> </ul>
<b>Skills</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to work independently and as part of a team.</li> <li>• Excellent organisational skills and the ability to prioritise workload effectively.</li> <li>• Excellent problem-solving and decision-making skills.</li> <li>• Ability to communicate effectively and in a manner appropriate to the audience.</li> <li>• Commitment to delivering exceptional standards of customer service.</li> <li>• Excellent IT skills, including the use of Microsoft Office applications.</li> <li>• Attention to detail and an ability to manage accurate recording and reporting of information.</li> <li>• A knowledge of social media platforms</li> </ul>	<p><b>Desirable</b></p>
<b>Knowledge and experience</b>	



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<b>Essential</b> <ul style="list-style-type: none"><li>• Administrative experience</li><li>• Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</li><li>• Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li></ul>	<b>Desirable</b> <ul style="list-style-type: none"><li>• Practical experience of sports/football development.</li><li>• Knowledge of The FA coaching qualification framework.</li><li>• Knowledge of The FA's National Game Strategy.</li><li>• Knowledge and understanding of working with volunteers.</li><li>• Understanding of FA Platforms</li></ul>
<b>Enhanced DBS Check required?</b>	No
<b>Clean, full driving licence?</b>	Yes

<b>Job description reviewed and modified by:</b>	Sarah Wood, Football Development Manager
<b>Date job description reviewed and modified:</b>	March 2022
<b>Job description authorised by:</b>	Simon Frost, General Manager

<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.