

## Role Profile

<b>Job Title:</b>	<b>Football Development Officer</b>		
<b>Reports To:</b>	<b>Football Development Manager</b>	<b>Jobs Reporting into the Job Holder:</b>	<b>None</b>
<b>1. Job Purpose</b>			
To support successful delivery of the County Football Association (CFA) National Game Strategy targets in partnership with key stakeholders.			
<b>2. Principal Accountabilities/Responsibilities</b>			
<ul style="list-style-type: none"> <li>▪ Plan and coordinate programmes/projects to deliver the targets to retain and grow participation for male, womens and girls, disability and BAME players</li> <li>▪ To take specific responsibility for work with grassroots football in increasing understanding and awareness of key issues and barriers i.e. for women's and girls, disability and other under-represented groups to meet potential for growth and CFA targets.</li> <li>▪ Analyse and use national and local data &amp; insight to design and deliver customer focused services .</li> <li>▪ Design and deliver a programme of services to Clubs and Leagues</li> <li>▪ Recruit, retain and develop Club and League volunteers</li> <li>▪ Support the coach education department with local insight from key stakeholders</li> <li>▪ Lead and support the review and delivery of competition and league structures with providers to ensure they meet the needs of all players</li> <li>▪ Contribute to raising the profile and the perception of the CFA in leading and developing grass roots football.</li> <li>▪ Identify, manage and develop relationships with key partners to meet the objectives and targets of the County FA.</li> <li>▪ Develop relationships with local schools and universities to support the delivery of football and increase participation</li> <li>▪ To deliver the F.A. Charter Standard Programme including the administration of the annual health check</li> <li>▪ Support the implementation of RESPECT</li> <li>▪ To assist and maintain safeguarding standards and policies in line with the Safeguarding Welfare team</li> <li>▪ You may lead on specific areas of football development from time to time such as women and girls football.</li> </ul>			

<b>3. Knowledge/Experience/Technical Skills/Behaviours</b>	
<b>a) Knowledge/Experience/Technical Skills</b>	
<p style="text-align: center;"><b>Essential:-</b></p> <ul style="list-style-type: none"> <li>• Practical experience of Sports / Football Development</li> <li>• Demonstrate a working understanding and application of inclusion, equality and anti - discrimination, safeguarding and best practice</li> <li>• Ability to work with partner organisations to deliver Football Development objectives</li> <li>• Developing goal setting/strategic delivery plans</li> <li>• Monitoring and evaluation</li> <li>• Ability to use Microsoft Office, Word, Excel, PowerPoint, internet and email</li> <li>• Project management skills/experience</li> <li>• Budget management skills/experience</li> <li>• Experience of Report writing</li> <li>• Driving licence (CFA to decide if appropriate for role)</li> </ul>	<p style="text-align: center;"><b>Desirable:-</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the structure and organisations within football both Nationally and within CFA locality</li> <li>• Knowledge of partner organisations within the CFA locality</li> <li>• Sports development/other relevant qualification</li> <li>• Demonstration of equality in action</li> </ul>
<b>b) Key skills – as defined in County Football Association Competency Model</b>	
<ul style="list-style-type: none"> <li>• Problem Solving</li> <li>• Teamwork</li> <li>• Communicating</li> <li>• Delivery</li> <li>• Customer Excellence</li> <li>• Developing Self and Others</li> <li>• Leadership</li> </ul>	
<b>Further Information</b>	

**a) 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?**  
**YES**

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	

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.