



**FOR ALL**



## Job Description and Person Specification

<b>Job title</b>	Casual Worker
<b>Reports to</b>	Sarah Wood, Football Development Manager

<b>Job purpose(s)</b>	
To support grassroots football on and off the pitch across Sheffield & Hallamshire.	
<b>Direct reports</b>	N/A

<b>Location</b>	The role will be based across the county, as well as working from home.
<b>Working hours</b>	Work assignments will vary across the season. Hours of work will vary and may include evenings and weekends. There is no guarantee of regular work.
<b>Contract type</b>	Casual Worker – approx. £25 per session/hour

<b>Responsibilities</b>	
<b>Off the Pitch</b>	
<ul style="list-style-type: none"> <li>• Provide the highest level of customer excellence</li> <li>• Develop constructive working relationships with stakeholders across the grassroots game</li> <li>• To be punctual and professional at all times</li> <li>• Drive and support opportunities for participants to play, referee and volunteer within grassroots football</li> <li>• Support clubs to build sustainable relationships with local partners such as charitable organisations, support groups, education establishments etc.</li> <li>• Ensure that grassroots football is inclusive, diverse and reflective of local communities</li> <li>• Signpost and help clubs to access relevant support including funding and coach development opportunities</li> <li>• Promote and support England Football Accreditation</li> <li>• Carry out relevant administration duties to support session delivery such as health and safety compliance, data collection, monitoring and evaluation, and safeguarding compliancy</li> <li>• To report any incidents or concerns in a timely manner</li> </ul>	
<b>On the Pitch</b>	
<ul style="list-style-type: none"> <li>• Lead and deliver high quality, fun, safe and inclusive football sessions for participants</li> <li>• Demonstrate passion and enthusiasm for football participation and development</li> <li>• To provide a positive experience for all participants</li> <li>• To support the development of trainee coaches, young leaders, and volunteers</li> <li>• Carry out administration duties to support session delivery such as health and safety compliance, data collection, monitoring and evaluation, and safeguarding compliancy</li> <li>• To report any incidents or concerns in a timely manner</li> </ul>	
<b>Safeguarding</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> </ul>	



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- Contribute to ensuring that safeguarding and equality are embedded throughout the Sheffield & Hallamshire County FA and grassroots football.

<b>Person specification</b>	
<b>Qualifications</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>• GCSEs at Grade C (or equivalent) in English and Maths</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• A qualification in sports development</li> <li>• Lead Playmaker or FA Introduction to Coaching Football (previously known as FA Level 1)</li> </ul>
<b>Knowledge &amp; Experience</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Minimum one-year sport/community development experience</li> <li>• Experience of recruiting and retaining participants into activities</li> <li>• Experience of engaging with external partners and stakeholders</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Experience of volunteering within a grassroots sports club</li> <li>• Knowledge and understanding of working with volunteers</li> </ul>
<b>Skills</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to work independently and as part of a team</li> <li>• Excellent organisational and planning 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>• Ability to build trust and develop effective working relationships</li> <li>• Ability to deliver practical support sessions to a range of participants</li> <li>• Commitment to attend additional training where required</li> <li>• Attention to detail and an ability to manage accurate recording and reporting of information</li> <li>• IT proficient – confident with setting up and actively taking part in online meetings</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Ability to work with a range of different stakeholders</li> <li>• Ability to plan and evaluate delivery</li> </ul>
<b>Enhanced DBS Check required?</b>	Maybe required dependant on nature of work offered
<b>Clean, full driving licence?</b>	Yes



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<b>Job description reviewed and modified by:</b>	Sarah Wood, Football Development Manager
<b>Date job description reviewed and modified:</b>	January 2023
<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.