



SHEFFIELD & HALLAMSHIRE COUNTY FA **APPLICATION PACK**

Football Development Manager



ABOUT US

The [Sheffield & Hallamshire County Football Association](#) is a non-profit organisation and we are responsible for the development, administration and governance of all affiliated football within a 20-mile radius of Sheffield Cathedral.

Founded in 1867, we are the oldest County Football Association in the world. We are proud of our heritage and as the home of football, we aim to provide a safe and inclusive environment where everyone can achieve their football aspirations.

With over 50,000 registered players, we support football and ensure everyone who participates has a great experience – regardless of gender, sexuality, ethnicity, ability or disability, faith or age.

We truly believe that grassroots football should be accessible to everyone and has the power to change people's lives for the better.

OUR MISSION: To change lives through football.

OUR VISION: To unite communities, tackle inequalities and improve the health of the Sheffield and Hallamshire region.



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Steel City Stadium, Olympic Legacy Park, Worksop Road, Sheffield, S9 3LT



www.sheffieldfa.com



support@sheffieldfa.com



THE ROLE

We are looking for a Football Development Manager to join our team and play a key leadership role in driving the development of grassroots football across the county.

You will lead and support a team of staff to deliver against key strategic priorities, providing clear direction and ensuring the successful delivery of The FA Grassroots Football Strategy and the Sheffield & Hallamshire County FA Business Strategy.

Your responsibilities will include managing team performance, leading on key football development projects, building and maintaining strong relationships with partners and stakeholders, and overseeing the delivery of programmes that grow participation and improve the quality of football provision. You will also play a key role in supporting England Football Accredited Clubs to become more sustainable through the Thriving Community Club framework.

This is an exciting opportunity to take on a strategic leadership role within the organisation, helping to shape the future of grassroots football in the Sheffield and Hallamshire region.

You will also contribute to the delivery of The FA Grassroots Football Strategy and the Sheffield & Hallamshire County FA Business Strategy, helping to ensure the game continues to grow and positively impact communities across the region.

This is a full-time position (35 hours per week) with a salary of £34,320. The role will include occasional evening and weekend work in line with the demands of the role.

The role is based at our offices at Steel City Stadium, Olympic Legacy Park, Worksop Road, Sheffield, S9 3TL, with the benefit of a modern hybrid working model.

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JOB DESCRIPTION

Job title	Football Development Manager
Reports to	Head of Football / Deputy CEO
Location	The role will be based at the County FA Offices – Steel City Stadium, Olympic Legacy Park, Worksop Road, Sheffield, S9 3TL. However, home working is a feature of this position.
Working hours	The role will be 35 hours per week, and typical working hours will be Monday to Friday. However, to meet the needs of the business and its customers, evening and weekend working may be required.
Salary	£34,320
Direct Reports	Facilities & Male, Female, Disability & Inclusion and Coach Football Development Officers + Women's Community Co-Ordinator and Football Development Administrator.
Contract type	Permanent

Job purpose

- To support the delivery of The FA Grassroots Football Strategy and the Sheffield & Hallamshire County FA Business Strategy, provide leadership on key football projects, ensure strategic focus and direction for a team of staff.
- Manage team performance and monitor progress against the annual operational plan, successfully deliver football performance targets and FA KPIs which fall within postholders area of responsibility.
- Provide strategic direction for the football development department.
- Support England Football Accredited Clubs to become more sustainable through engagement with the Thriving Community Club framework, alignment of support services and multi-stakeholder collaboration.
- Support, service and develop England Football Accredited clubs to grow and sustain opportunities whilst providing a quality experience for all players across all pathways.
- Deputise for the Head of Football / Deputy CEO in their absence.

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- Contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs.
- Support the adoption of FA technology systems across grassroots football.
- Comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

Job responsibilities

Football Development

- Identify, manage and develop relationships with key partners to meet the strategic objectives of the Sheffield & Hallamshire County FA.
- Manage direct reports in line with personal and performance reviews; setting targets, monitoring performance and identifying training requirements.
- Ensure that all staff, employed or deployed, comply with the Association's Operating Standards and guidance for delivering activities for, or on behalf of the Association
- To ensure that team members are strategically focussed and delivering against County FA priorities and FA KPIs.
- Develop and deliver an annual operational plan to monitor and manage performance.
- Manage football development budgets and provide quarterly reports.
- To approve expenses and to ensure that all team members operate within financial regulations.
- To manage and develop partnerships and relations with key stakeholders.
- To contribute to the development and implementation of a staff wellbeing strategy and People Plan
- To be responsible for staff recruitment and deployment in the post holder's area of work and to use the safer recruitment policy to ensure that staff and volunteers deployed by Sheffield & Hallamshire County FA are suitable for their roles.
- Support the review and development of competition and league structures to ensure they meet the needs of all players.
- Provide football opportunities to all communities within the Sheffield & Hallamshire County FA in all areas of the game.

Club Development Lead

- Develop and manage positive relationships with 2-star and 3-star England Football Accredited clubs by engaging with key club officials.





- Engage 2-star and 3-star England Football Accredited clubs with the Thriving Community Clubs Framework and support them with completing relevant assessments for each pillar on the Club Programme Platform.
- Build and maintain relationships with key stakeholders, including FA Club Consultants, the Football Foundation, casual workforce roles (e.g. Community Champions), and other strategic partners to support the development of Thriving Community Clubs.
- Utilise insight and reporting to conduct pathway gap analyses and support 2-star and 3-star clubs in developing pathways and/or effective club partnerships to meet 3-star England Football Accredited Club criteria.
- Collaborate with FA Club Consultants to identify needs based on framework insights and design appropriate interventions.
- Adopt a strategic approach to deploying national professional services, technical experts and any local resource to support the growth and sustainability of Thriving Community Clubs.
- Identify facility development opportunities within Thriving Community Clubs to County FA Facility Leads.
- Develop positive relationships with the Men's National League System (NLS) and Women's Football Pyramid (WFP) clubs within the County FA.
- Understand the volunteer workforce requirements within Thriving Community Clubs and support clubs with the growth, diversity, retention and celebration of their workforce.

Safeguarding / H&S

- Contribute to ensuring that safeguarding and equality are embedded throughout SHCFA and grassroots football.
- Ensure that staff within the post holders' area of work contribute towards safeguarding validation visits, to achieve the required number of visits ahead of the annual deadline.
- Collaborate with the Designated Safeguarding Manager in all matters involving under-18s and adults at risk.
- Safeguarding risk-assess all events and activity aligned to job role for under-18s and where SHCFA directly employ or deploy under-18 referees, coaches and volunteers to ensure appropriate safeguards are in place.
- Ensure suitable Approved Venue Checks and Health & Safety Risk-assessments and are in place for SHCFA led events, activities, leagues or competitions.





- Support organisations and volunteers with applications to the FA Disclosure and Barring Service and to undertake Safeguarding validation visits.
- 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.

Other

- To create and coordinate the SHCFA League & Competitions development committee.
- Execute tasks as required to meet the SHCFA changing priorities.

PERSON SPECIFICATION

Qualifications

Essential

- A degree level qualification or two years' sports development experience.

Skills

Essential

- Strategic thinking and planning skills.
- Self-motivated with excellent leadership skills and ability to build trust-based relationships.
- Excellent internal and external stakeholder relations and customer service skills.
- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Project management skills and experience – to plan, set and achieve objectives within deadlines.
- Ability to coach, develop and manage the performance of staff.
- Exceptional communication, interpersonal and influencing skills.
- Effective report-writing and presentation skills.
- Effective prioritisation and time management skills.
- Excellent IT skills, including the use of Microsoft Office applications.
- Excellent problem-solving and decision-making skills.
- Budget management skills.
- Ability to use data to monitor and evaluate programmes.





Knowledge and experience

Essential

- Knowledge of how the County FA operates in partnership with The FA.
- Knowledge of and commitment to equality, diversity and inclusion.
- Knowledge of the The FA's Safeguarding 365 Standard for County FAs.
- Experience of monitoring and evaluation of programmes.
- Knowledge of good people management practice.

Desirable

- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of The FA's Grassroots Football Strategy and how the County FA business plans support its delivery.
- Knowledge and understanding of working with volunteers.

Enhanced DBS Check required?

Yes

Check required on Companies House disqualified directors' register?

Yes

Clean, full driving licence?

Yes



STRATEGIC PRIORITIES

The job holder will be expected to understand and work in accordance with the strategic priorities described below.

Strategic priority	Objectives
IMPROVE PLAYING CHOICE AND OPPORTUNITIES	<ul style="list-style-type: none">• Evolve the youth game.• Improve team based football for adult male players.• Create more opportunities to play safe, inclusive casual football.• Support the disability game to grow and thrive.
DEVELOP EQUAL OPPORTUNITIES FOR WOMEN AND GIRLS TO PLAY	<ul style="list-style-type: none">• Sustain and grow more playing opportunities in schools.• Create more team based playing opportunities.• Extend and enhance casual opportunities to play.• Deliver safe and inclusive environments for women and girls to thrive.
BUILD MORE AND IMPROVE EXISTING FACILITIES	<ul style="list-style-type: none">• Transform grass pitch quality.• Build more 3G pitches.• Create inclusive and accessible facilities.• Improve environmental sustainability.
TACKLE POOR BEHAVIOUR	<ul style="list-style-type: none">• Apply tougher sanctions.• Promote positive behaviour.• Drive collective responsibility across the game to raise standards.
DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES	<ul style="list-style-type: none">• Grow the number of people running the game.• Improve the diversity of those running the game.• Support those running the game to learn and develop.• Celebrate and reward those running the game.
SUPPORT THRIVING COMMUNITY CLUBS	<ul style="list-style-type: none">• Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation.• Help clubs to become more sustainable.• Support the current and future generation of club leaders.• Equip clubs to add value to their local communities.





CONNECT AND SERVE PARTICIPANTS	<ul style="list-style-type: none">• Make it easier to find information and opportunities to play, volunteer and learn.• Improve our customer service and communications.• Develop our digital tools to make running the game easier.• Explore digital opportunities to enhance the football experience.
PROGRESS THE GAME'S GOVERNANCE	<ul style="list-style-type: none">• Promote the highest levels of governance across the grassroots network.• Evolve local Football Associations focused on developing football For All.• Support the grassroots game to be financially robust.• Support the game to be safe and well-run.



WHAT WE CAN OFFER

Below is a summary of the benefits our staff are offered:

- **Hybrid working arrangements** – we provide our staff with the opportunity to work from home, remotely or at our office.
- **Opportunities for flexible working** – we recognise the need to work flexibly to meet the demands of the role but to also ensure our staff have a healthy work-life balance
- **Generous holiday entitlement** – as well as bank holidays, you'll get 23 paid holiday days (pro rata for part-time staff). This goes up to 28 days when you have been with us for 5 years.
- **An Employee Assistance Programme (EAP)** – our EAP offers free access to counselling sessions, Mental Health First Aiders and much more.
- **A Workplace Pension Scheme** – employer contributions of 5% of your salary for a sustainable retirement plan.
- **Death in Service Insurance** – an employer scheme that pays dependents (subject to a qualifying period).
- **Eye Care Scheme** - free eye tests and help towards the cost of eyewear if needed.
- **Training and development opportunities** – access to The FA training Ground and financial support for education and training linked to your role.
- **Access to tickets for England internationals** – opportunities to apply for tickets to attend England internationals.
- **Nike discount** – in addition to receiving County FA branded staff kit, you'll also get access to a Nike discount that can be used in-store.

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HOW TO APPLY

- To apply for the role, please complete the online application form by 5pm on Wednesday 29th April 2026. Please note that no applications will be accepted after this date.
- We kindly request that you complete an anonymous [inclusion and diversity form](#). We will use your data to measure whether our vacancies and adverts are reaching people from all sections of the local community.

[CLICK HERE TO COMPLETE THE APPLICATION FORM](#)

SELECTION PROCESS

- Interviews will be held at our HQ on Monday 11th May 2026.
- If required, second interviews may be held to determine the most suitable candidates for the role.
- If you have any queries or questions regarding the role, please contact Tom Measham, Head of Football / Deputy CEO, at Tom.Measham@SheffieldFA.com or 07704 170915
- Sheffield & Hallamshire County FA is committed to equality of opportunity, and we welcome applications from all sections of our community. To help measure our impact on inclusion and diversity we are asking all applicants to complete an inclusion and diversity form. We will use your data to measure whether our vacancies and adverts are reaching people from all sections of the local community.
- Sheffield & Hallamshire County FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidates may be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

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