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Job Description and Person Specification

Job title	Women's Football Recreational Officer
Reports to	Sheffield Legacy Group Rotherham Legacy Group

Job purpose(s)	
To lead on the Euro 2022 adult women's recreation legacy project plans in the Sheffield and Rotherham Host Cities	
Direct reports	Football Development Manager (Sheffield & Hallamshire County FA)

Location	Sheffield & Hallamshire County FA, 204 Meadowhall Road, Sheffield, S9 1BN Opportunities to work from Sheffield City Council and Rotherham Metropolitan Borough Council offices
Working hours	35 hours per week which will include evening and weekend working if required
Contract type	Fixed term until June 2023 (31 month)
Salary	£25,000 per annum

Responsibilities	
<ul style="list-style-type: none"> • Understand what the current adult women's football landscape looks like across Rotherham and Sheffield to help identify potential opportunities. • Develop relationships with community leaders and community groups to engage women from all backgrounds including (but not limited to) BAME, women with disabilities, and inactive women • Engage and support local communities to develop fun and inclusive football activities for women • Pilot sustainable programmes to support and grow adult women's recreational football, including Walking Football, Small Sided Football and Soccercise. • Reference the FA Good Practice Guide on Adult Women's Recreational Football to provide ideas to shape local offers. • Ensure that the projects and the volunteers recruited are inclusive, diverse and reflective of local communities. • Undertake a discreet pilot focussing on engaging 'side-line mums and carers' in recreational football • Brand all delivery programmes as The FA Snickers Just Play Centres to help with sign-posting. • Promote the new FA Playmaker supported by BT course to encourage volunteers from all backgrounds into this programme. • Encourage volunteers to undertake the new FA Introduction to Disability Football online course. • Work closely with the County FA Women's Football Development Officer, Club Community Scheme Women's Football lead and College Women's Football Apprentice (where applicable) to ensure local synergy and strategic alignment. • Promote activities by utilising the resources of Sport England's This Girl Can campaign. • Utilise key national partners to support the plans, including Amnesty International UK, AOC Sport, BUCS, Cerebral Palsy Sport and The Wheelchair Football Association. • Provide The FA with quarterly monitoring and evaluation reports. • Provide regular updates to the Sheffield and Rotherham Women's Euro 2022 Host City Legacy Groups on progress against plans for adult recreational football activities. • Collaborate with the SHCFA Designated Safeguarding Officer in all matters involving under-18s and adults at risk. 	



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- Risk-assess all events and activity for under-18s and where the organisation directly employ or deploy under-18 referees, coaches and volunteers to ensure appropriate safeguards are in place.
- Support organisations and volunteers with applications to the FA Disclosure and Barring Service
- 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.

Person specification

Qualifications

Essential

- A degree level qualification or equivalent experience.

Desirable

- Two years' sports development experience

Skills

Essential

- 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 to deadlines.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team
- Excellent time management and prioritisation skills.
- Excellent creative problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

Desirable

- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.
- Capability to create multiple reports, budgets and plans.

Knowledge and experience

Essential

- Passionate about working in women's and girls' football.
- Knowledge and understanding of the barriers to participation faced by females.
- Knowledge of The FA's strategy for women's and girls' football.

Desirable

- Knowledge of The FA's National Game Strategy.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.



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<ul style="list-style-type: none"> • Knowledge and understanding of the infrastructure and networks that exist that can support the development of women's and girls' football. • Knowledge of the structure and partner organisations within football both nationally and within the locality. • Practical experience of sports / football development. • Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. • Knowledge of The FA coaching qualification framework. 	
Enhanced DBS Check required?	Yes
Clean, full driving licence?	Yes

Sheffield & Hallamshire County FA Values and Behaviours
Our Vision: Changing Lives Through Football
Our Mission: Leading Local Football and Delivering Exceptional Services
Our Values:
<ul style="list-style-type: none"> • Fair • Inspiring • Engaging • Passionate

Job description reviewed and modified by:	Sarah Wood, Football Development Manager, SHCFA
Date job description reviewed and modified:	12/11/20

Signed by job holder (on appointment):	
Date signed:	