



## Job Description and Person Specification

<b>Job title</b>	Football Participation Officer (Clubs, Leagues and Workforce)
<b>Reports to</b>	Strategy, Facilities and Partnerships Lead

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"><li>To support delivery of The FA Grassroots Football Strategy and the Shropshire Business Strategy.</li><li>To develop and deliver a sustainable plan for growth and quality across all football pathways.</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>	

<b>Location</b>	Shropshire Football Association, Montgomery Waters Meadow, Oteley Road, Shrewsbury, Shropshire SY2 6ST. Homeworking is permitted and travel to locations across the County will be required.
<b>Working hours</b>	37 Hours per week, include occasional evening or weekend working is required
<b>Contract type</b>	Permanent

<b>Responsibilities</b>
<ul style="list-style-type: none"><li>Gain more FA-accredited leagues and clubs (England Football Accredited) and deliver a programme of services to clubs and leagues.</li><li>Support the league and club accreditation (England Football Accredited) renewal process and ensure safeguarding requirements are met.</li><li>Support the review and development of competition and league structures to ensure they meet the needs of all players.</li><li>Recruit, retain and develop coaches through The FA qualification framework and local CPD opportunities, with a focus on BAME and female coaches. liaising with FA coach development workforce and key stakeholders to meet the needs of the game.</li><li>Support the affiliation of clubs and ensure safeguarding requirements are met.</li><li>Explore and encourage the development of other formats of football (e.g. walking football and futsal) within leagues and clubs to provide more opportunities for people to play and enjoy football.</li><li>Communicate and implement The FA Respect 'We Only Do Positive' campaigns and activations that support the environment and improve participant and spectator behaviour and expectations.</li><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 Shropshire FA events and activity for under-18s and where the Association 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 Association youth engagement strategy.</li></ul>

- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Develop constructive working relationships with the key stakeholders and maintain regular contact to promote collaboration and sharing of good practice.
- Identify sources of funding that will be of benefit to key stakeholders and provide advice and guidance to applicants.
- Provide football development support and advice to clubs and leagues.
- Facilitate the improved movement of players from youth to adult football.
- Develop and deliver an annual action plan to support high-quality volunteer opportunities across grassroots football.
- Drive participation growth via The FA Just Play programme by engaging a wide range of stakeholders and targeting a variety of participant groups based upon local demand.
- Support the Youth Council to represent young people and identify, discuss and consider local grassroots football issues.
- Work in partnership with the Designated Safeguarding Officer to arrange and deliver CPD events for existing club and leagues' Welfare Officers.
- Use national and local data, research and customer insight to drive participation in grassroots football.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Association and grassroots football.
- Execute tasks as required to meet the Association changing priorities.

## Person specification

### Qualifications

#### Essential

- Educated to A Level or equivalent.

#### Desirable

- A qualification in sports development.

### 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 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.

#### 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



<ul style="list-style-type: none"> <li>Influencing skills to champion change.</li> </ul>	
<b>Knowledge and experience</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>Practical experience of sports / football development.</li> <li>Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</li> <li>Knowledge of The FA coaching qualification framework.</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>Knowledge of The FA's Grassroots Football Strategy.</li> <li>Experience of project management.</li> <li>Experience of utilising mapping programmes to support strategic and logistical planning.</li> <li>Knowledge and understanding of working with volunteers.</li> </ul>
<b>Enhanced DBS Check required?</b>	YES
<b>Clean, full driving licence?</b>	YES

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
FA value	Behaviours
INCLUSIVE	<b>Champions and ensures that football is, and will remain, a game for <i>everyone</i>:</b> <ul style="list-style-type: none"> <li>Openly collaborates with colleagues and partners in the game</li> <li>Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>Seeks out and embraces new ways of thinking and working.</li> </ul>
INSPIRING	<b>Motivating of others and aiming to achieve excellence possible</b> <ul style="list-style-type: none"> <li>Seeks to achieve the highest levels of performance at all times.</li> <li>Persistent to achieve a standard that others consider impossible.</li> <li>Challenges others to go further and achieve more.</li> </ul>
INNOVATIVE	<b>Embraces new thinking in pursuit of continuous improvement:</b> <ul style="list-style-type: none"> <li>Identifies the need for, and actions change in direction, practice, policy or procedure.</li> <li>Questions the way things are done and takes informed risks.</li> <li>Continuously seeks to improve efficiency and performance.</li> </ul>
TRANSPARENT	<b>Openly and honestly convey information to all</b> <ul style="list-style-type: none"> <li>Encourage open communication across the game</li> <li>Encourages feedback to inspire others</li> <li>Ensures decision-making rationale is clear and considered so that it is easily understood by others.</li> </ul>
TRUSTED	<b>Sets the standards across the game</b> <ul style="list-style-type: none"> <li>Be open and support one another</li> <li>Be consistently good in quality or performance</li> <li>Demonstrate commitment and reliability and accountable in all that you do</li> </ul>

<b>Job description reviewed and modified by:</b>	Andy Weston- - Strategy, Facilities and Partnerships Lead
<b>Date job description reviewed and modified:</b>	



<b>Job description authorised by:</b>	Mick Murphy - CEO
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<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.