



## Job Description and Person Specification

<b>Job title</b>	<i>Participation Officer Community &amp; Investment</i>
<b>Reports to</b>	Strategy Manager

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To support delivery of The FA National Game Strategy and the Shropshire Football Association Business Strategy.</li> <li>To lead on Inclusion and Equality for the SFA.</li> <li>To strategically coordinate Disability football provision across the County</li> <li>To ensure that every affiliated football fixture is played on a ‘good’ quality pitch.</li> <li>To identify and activate priority projects for Football Foundation investment via Local Football Facility Plans.</li> <li>To protect existing football facilities from planning application.</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>	N/A

<b>Location</b>	Shropshire FA, The West Stand at The New Bucks Head, Haybridge Road, Wellington , Telford, TF1 2TU. Homeworking is permitted where agreed and travel to locations across the County will be required.
<b>Working hours</b>	37 hrs including evening and weekend work when required
<b>Contract type</b>	Fixed Term until 2025 extension subject to further funding

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>Support delivery of all activities that ensure every affiliated football fixture is played on a ‘good’ quality pitch including the use of PitchPower and the Hive Groundskeepers Community.</li> <li>Track the quantity and quality of football pitches and ground locations for affiliated fixtures.</li> <li>Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework and the FA’s Grassroots Football Strategy.</li> <li>Activate grass pitch and smaller projects from Local Football Facility Plans to generate enough demand and deliver against Football Foundation spend targets.</li> <li>Support the delivery of support days to each Football Foundation applicant around the Grass Pitch Improvement Programme and Small Grants Programme.</li> <li>Support applicants to develop their football development plans to enable them to apply successfully for funding.</li> <li>Oversee a database of local funding sources that clubs and leagues can apply for funding from.</li> <li>Oversee the support days to monitor and evaluate previously-funded Football Foundation projects and provide guidance to ensure they are successful.</li> <li>Collaborate with The FA, Football Foundation, Ground Management Association (GMA) and Sport England.</li> <li>Increase male/female &amp; disability recreational football participation players through key FA programmes by engaging a wide range of stakeholders and targeting a variety of groups based on local demand that reflect changing participant behaviour and expectations. Eg Creating flexi football formats within the county (walking football).</li> </ul>	



- Plan and deliver programmes to retain and grow participation for players with a disability aged 5+ within both affiliated and recreational settings
- To develop and deliver a sustainable plan all areas of disability football, inclusion and non traditional formats in accordance with the County FA Business and plans and to support the achievement of all County FA targets -
- Work in partnership with Officers for inclusive recruitment strategies for Referees that increases the proportion of BAME and female Referees.
- Lead the Equality, Respect, Inclusion Committee to fulfil a strategic role of aligning current and future disability football provision and investment by ensuring an integrated approach from the CFA, together with key partners from across the disability, health, education and community & voluntary sectors
- 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).
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within male football development programmes.
- Risk-assess all The Shropshire Football Association’s events and activity for under-18s and where the Shropshire Football Association directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- 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.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the Shropshire Football Association’s youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Use national and local data, research and customer insight to increase participation in non traditional groups.
- Contribute to ensuring that safeguarding and equality are embedded throughout The Shropshire Football Association and grassroots football.
- Liaise with Development Officers to ensure workforce is adequate to develop disability football and is supported and developed across coaches, referees, volunteers and young leaders
- Support and promote the disability talent development programme within the County and in partnership with outside agencies and key stakeholders
- Execute tasks as required to meet the Shropshire Football Association’s changing priorities.

Person specification	
<b>Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Educated to A Level or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Two years’ sports development experience</li> </ul>
<b>Skills</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.</li> </ul>



<ul style="list-style-type: none"> <li>• Project management skills and experience – to plan, set and achieve objectives to deadlines.</li> <li>• Excellent IT skills, including the use of Microsoft Office applications.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Excellent time management and prioritisation skills.</li> <li>• Excellent problem-solving and decision- making skills.</li> <li>• Outstanding communication and presentation skills.</li> <li>• Exceptional customer service.</li> <li>• Budget management skills.</li> <li>• Report-writing skills</li> <li>• Ability to use data to monitor and evaluate programmes.</li> <li>• Influencing skills to champion change.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of developing capital sports projects.</li> <li>• Previous experience of successfully applying for funding for a project.</li> <li>• Previous experience of advising or guiding on a project in a team environment</li> <li>• Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.</li> <li>• Capability to create multiple reports, budgets and plans.</li> </ul>
--	--

**Knowledge and experience**

**Essential**

- Practical experience of sports/football/facility development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of The FA coaching qualification framework.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

**Desirable**

- Knowledge of The FA’s Grassroots Football Strategy and the National Facility Strategy
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge of the Football Foundation and Local Football Facility Plans
- Knowledge and understanding of working with volunteers.

**Enhanced DBS Check required?**

YES

**Clean, full driving licence?**

YES

**The job holder will be expected to understand and work in accordance with the values and behaviours described below**

FA value	Behaviours
INCLUSIVE	<p><b>Champions and ensures that football is, and will remain, a game for <i>everyone</i>:</b></p> <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	<p><b>Motivating of others and aiming to achieve excellence possible</b></p> <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	<p><b>Embraces new thinking in pursuit of continuous improvement:</b></p> <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
<b>Date job description reviewed and modified:</b>	30/3/22
<b>Job description authorised by:</b>	Mick Murphy

<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.