

## Role Profile

<b>Job Title:</b>	<b>Football Participation Officer</b>		
<b>Reports To:</b>	<b>Head of Strategy &amp; Investment</b>	<b>Jobs Reporting into the Job Holder:</b>	
	<b>Senior Participation Officer</b>		
<b>1. Job Purpose</b>			
<p>To support successful delivery of the County FA NGS targets in partnership with key stakeholders</p> <p>To support and oversee all aspects of Adult Male Football including acting as a key contact with appropriate Clubs, Leagues, Partners and Participants to meet key performance objectives</p>			
<b>2. Principal Accountabilities/Responsibilities</b>			
<ul style="list-style-type: none"> <li>▪ Plan and deliver programmes to deliver the targets to retain and grow participation for 11v11, veterans and small sided male game including transition to U18 and U21 football</li> <li>▪ To take specific responsibility for work within the adult game, increasing understanding and awareness of key issues and barriers to participation and to identify potential for growth to deliver CFA targets.</li> <li>▪ Lead and support the review and delivery of Adult competition and league structures with providers to ensure the structure meets the needs of all players, including flexible formats</li> <li>▪ Lead the delivery of the County FA's Recreational Football offer</li> <li>▪ Analyse and use national and local data &amp; insight to design and deliver customer focused services. Establish and lead key focus groups</li> <li>▪ Identify, manage and develop relationships with key partners to meet the objectives and targets of the County FA</li> <li>▪ Work with Higher Education Establishments to provide a comprehensive football offer</li> <li>▪ Implement and appropriate coach education and CPD programme for Adult coaches and volunteers. Work with Regional Coaches to support the development of Adult coaches across the County</li> <li>▪ Work with Adult Clubs and Leagues in the pyramid to support the ground grading requirements</li> <li>▪ Design and deliver a programme of services to Clubs and Leagues, supporting the recruitment and development of volunteers.</li> <li>▪ Support the FA Charter Standard Clubs and League programme within the Adult game</li> <li>▪ Ensure the FA Respect programme is embedded within Adult Male and Small Sided game</li> <li>▪ To act in the best interests of children and young people under the age of 18 and in accordance with The FA's Safeguarding Children Policy at all times.</li> <li>▪ To adhere to all safeguarding policies, procedures and legislation. To sign the Staffordshire FA safeguarding code of conduct, undertake relevant training as required and to maintain a valid CRC check at all times</li> <li>▪ Support the delivery of targeted campaigns, the work of grass roots clubs and the County FA</li> <li>▪ Contribute to raising the profile and the perception of the CFA in leading and developing grass roots football</li> <li>▪ Deal with telephone, email and helpdesk enquiries; providing excellent customer service to internal and external customers</li> <li>▪ Support any other areas of the Association as required by the Board/Senior Management Team</li> </ul>			

3. Knowledge/Experience/Technical Skills/Behaviours	
a) Knowledge/Experience/Technical Skills	
<p><b>Essential:-</b></p> <ul style="list-style-type: none"> <li>▪ Practical experience of Sports / Football Development</li> <li>▪ Demonstrate a working understanding and application of inclusion, equality and anti - discrimination, safeguarding and best practice</li> <li>▪ Ability to work with partner organisations to deliver Football Development objectives</li> <li>▪ Developing goal setting/strategic delivery plans</li> <li>▪ Monitoring and evaluation</li> <li>▪ Ability to use Microsoft Office, Word, Excel, PowerPoint, internet and email</li> <li>▪ Project management skills/experience</li> <li>▪ Budget management skills/experience</li> <li>▪ Experience of Report writing</li> <li>▪ Driving licence</li> </ul>	<p><b>Desirable:-</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge of the structure and organisations within football both Nationally and within CFA locality</li> <li>▪ Knowledge of partner organisations within the CFA locality</li> <li>▪ Sports development/other relevant qualification</li> <li>▪ Demonstration of equality in action</li> </ul>
b) Behaviours – as defined in County Football Association Competency Model	
<ul style="list-style-type: none"> <li>▪ Insightful</li> <li>▪ Innovative</li> <li>▪ Inclusive</li> <li>▪ Influential</li> <li>▪ Inspirational</li> </ul>	
Further Information	
<p>a) Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities? YES /NO (delete as applicable)</p> <p>Where the answer to the above question is <b>YES</b> the following wording will be included in any advertisement  “As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope”</p>	
Completed by Name/Role	
Signature	
Date	

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviour’s might differ from those outlined and other duties, as assigned, might be part of the job.