

## 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 Youth Football, 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 within mini soccer, 9v9, 11v11 and small sided within youth football including transition to U18 and U21 football</li> <li>▪ To take specific responsibility for work within the youth game, increasing understanding and awareness of key issues and barriers to participation. Develop programmes, raising awareness and increasing participation within areas of need and to identify potential for growth to deliver CFA targets.</li> <li>▪ Lead and support the delivery of Youth competitions and league structures with providers to ensure the structure meets the needs of all players, including flexible formats.</li> <li>▪ Develop and deliver football programmes within Schools, developing intra school programmes, Club Link projects and School Games competitions. Act as the lead contact with the Staffordshire Schools FA and provide a comprehensive participation and support programme for Further Education Partners</li> <li>▪ Analyse and use national and local data &amp; insight to design and deliver customer focused services to increase capacity and growth. Establish and lead key focus groups</li> <li>▪ Identify and provide opportunities to support the development of youth football coaches through the provision of coach education, CPD and mentoring programmes</li> <li>▪ Identify, manage and develop relationships with key partners such as CSP to meet the objectives and targets of the County FA.</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 Youth 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>▪ Ensure the FA Respect programme is embedded within the Youth game.</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	
<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 partners 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>	
<p><b>Further Information</b></p> <p><i>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)</i></p> <p><b>Where the answer to the above question is YES the following wording will be included in any advertisement</b>  <b>“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”</b></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/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.