



Job Description and Person Specification

Job title	Football Workforce Officer
Reports to	Senior Football Workforce Officer

Job purpose(s)

- To support delivery of The FA National Game Strategy and the Staffordshire FA Business Strategy.
- To support, service and encourage inclusive league structures across the County with complete player pathways through local collaboration and sharing of resources and knowledge.
- To create a culture of volunteer excellence through the provision of high quality volunteer development opportunities to enhance league services.
- To develop and deliver the Staffordshire FA Referee Development Strategy to recruit, convert, retain and develop referees to service the needs of the game.
- To embed Football Development programmes in collaboration with relevant Football Services Officers.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.
- To support the adoption of FA technology systems across grassroots football.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

Direct reports	
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Location	Staffordshire Football Association, Dyson Court, Staffordshire Technology Park, Beaconside, Stafford, ST18 0LQ. Homeworking is permitted and travel to locations across the County will be required.
Working hours	36.5 hours per week including evening and weekend work.
Contract type	Permanent

Responsibilities

- Leagues**
- Align leagues ambitions with the National Game Strategy through support services, initiatives and programmes.
 - 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).
 - Gain more FA-accredited leagues (FA Charter Standard) and deliver a programme of services to leagues including the FA Charter Standard renewal process, ensuring safeguarding requirements are met.
 - Review and develop competition and league structures to ensure they meet the needs of all players.
 - Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within league football development programmes.
 - Risk assess all Staffordshire FA events and activity for under-18s and where the Staffordshire FA 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 Staffordshire FA youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Promote positive behaviour in youth football and address aggressive side-line behaviour. Identify and log specific patterns of concerning behaviour with clubs and leagues and address these proactively.
- Work with leagues to ensure they have a good supply of Referees available for all fixtures. Establish referee development programmes for all leagues and their referees, linking to referee courses and Staffordshire FA referee strategies.
- Establish referee mentor programme within leagues, identifying mentors to support referee development as well as linking to Core Development groups.
- Support leagues within the National League System through their league development plans.
- Support leagues with facility development opportunities and enhancements.
- Support the affiliation of leagues and clubs and ensure safeguarding requirements are met.
- Ensure leagues fully comply with relevant Standard Code of Rules (adult and youth) prior to sanctioning.
- Explore and encourage the development of other formats of football (e.g. walking football and futsal) within leagues to provide more opportunities for people to play and enjoy football.
- 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.
- Ensure that grassroots football is inclusive, diverse and reflective of local communities.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Staffordshire FA and grassroots football.
- Execute tasks as required to meet the Staffordshire FA's changing priorities. Lead the delivery of the Staffordshire FA league development programme, including CPD, mentoring, and liaising with key stakeholders to meet the needs of the game.
- Produce and deliver an annual league development plan to support high-quality opportunities across grassroots football.
- Engage and support the Staffordshire FA League's Forum to identify opportunities and issues and address gaps provision. Monitor current and future workforce needs and trends.
- identify sources of funding that will be of benefit to leagues and provide advice and guidance to applicants.
- Analyse, and use data and insight, to design and develop local solutions that meet the needs of leagues across all football pathways (women and girls, male and disability).

Referee Development

- Identify areas of need for referees across all formats of the game within the locality served by the County FA and implement recruitment strategies accordingly.
- Implement strategies for new referees, to convert them from trainee referees to active referees.
- Lead the Coordination and manage the administration of referee courses.
- Support referees within the grassroots game to retain them within refereeing season-on-season.
- Work closely with all leagues in the County to establish referee development programmes to ensure 100% coverage for all matches.



- Actively promote and support referees to progress through the refereeing pyramid.
- Provide an offer of, and lead, the delivery of referee development initiatives for grassroots referees, promotion candidates and referees with the potential and opportunity to progress through the refereeing pyramid.
- Establish and Manage the Staffordshire FA Referee Development Group to help lead and develop Refereeing across the County.
- Identify referees with the potential and opportunity to develop within the Staffordshire FA CORE/Referee Academy and The FA CORE programme.
- Assist in the development of the referee developer workforce: observers, tutors, mentors, coaches and other volunteers involved in supporting referees ensuring that all safeguarding criteria are met.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18 referees and adults at risk within refereeing.
- Provide guidance to under-18 referees to support them on matchdays.
- Ensure that a parental link is added to all CRM records in The FA's Whole Game System for all under-18 referees.
- Risk assess all Staffordshire FA events and activity for under-18 referees and where the Staffordshire FA directly deploys under-18 referees and volunteers to ensure that appropriate safeguards are in place.
- Ensure mentors working with under-18 referees are appropriately qualified and trained and are aware they are in a relationship of trust and the expectations of them in this regard.
- Regularly meet with the Designated Safeguarding Officer and Disciplinary Department in all matters where it is apparent that there has been abusive behaviour involving under-18 players and/or where the referee is under-18 or identifies as an adult at risk.
- Listen to and consult with under-18 referees on their experiences as part of the Staffordshire FA youth engagement strategy.
- Utilise the feedback from under -18s and adults at risk to enhance the refereeing 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, MOAS, Matchday app and Full-Time).
- Implement strategies to increase the number of active BAME referees and provide support and guidance to the Staffordshire FA Inclusion Advisory Group.
- Implement strategies to increase the number of active female referees.
- Work collaboratively with The FA Referees' Department on local and national initiatives.

General

- Support the work of the Staffordshire FA Workforce Committee as well as relevant focus groups.
- Ensure that grassroots football is inclusive, diverse and reflective of local communities.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Staffordshire FA and grassroots football.
- Execute tasks as required to meet the Staffordshire FA changing priorities.



Person specification	
Qualifications	
Essential <ul style="list-style-type: none"> Educated to A Level or equivalent. 	Desirable <ul style="list-style-type: none"> Two years' sports development experience. FA coaching qualification. (minimum FA Level 1) FA Refereeing qualification Registered FA Referee
Skills	
Essential <ul style="list-style-type: none"> 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. Influencing skills to champion change. 	Desirable <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Practical experience of sports/football development. Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. Knowledge of competition structures Knowledge of the FA Referee Development Strategy Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. Experience of refereeing and/or referee development. 	Desirable <ul style="list-style-type: none"> 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. Experience of running competition programmes and managing events Experience of officiating competitive sport fixtures



<ul style="list-style-type: none"> Knowledge of the laws of the game. 	
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
Insightful	<p>Embraces new thinking in pursuit of continuous improvement:</p> <ul style="list-style-type: none"> Questions the way things are done and prepared to challenge the status quo. Identifies and understands customer behaviour and brings forward a fresh perspective. Understands and reacts to the personal motivations that drive people's actions and seeks to improve efficiency and performance.
Innovative	<p>Introduces new, original ideas and content and is a creative thinker:</p> <ul style="list-style-type: none"> Creates and delivers new and better solutions to affect positive change Establishes new relationships to engage and enhance communities Has confidence in their ability to try something new and break the mould
Inclusive	<p>Champions and ensures that football is, and will remain, a game for everyone:</p> <ul style="list-style-type: none"> Openly collaborates with colleagues and partners in the game Provides equal opportunity to people of different backgrounds, experience and perspective Seeks out and embraces new ways of thinking and working.
Influential	<p>Brings others to their way of thinking to manage and evolve the business:</p> <ul style="list-style-type: none"> Exerts influence across the game to enhance opportunities and build relationships. Understands the needs of the business and utilises its strengths to change perception. Gains the attention of colleagues and customers and has the ability to affect their actions, decisions and opinions.
Inspirational	<p>The ability to excite others to achieve the very best outcome:</p> <ul style="list-style-type: none"> Seeks to achieve the highest levels of performance at all times. Persists to achieve a standard for others to aspire to. Challenges others to go further and achieve more.

Job description reviewed and modified by:	Kevin Staples
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FOR ALL



Date job description reviewed and modified:	22 nd April 2021
Job description authorised by:	Adam Evans
Signed by job holder (on appointment):	
Date signed:	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.