



**ENGLAND
FOOTBALL**

Job Description and Person Specification

Job title	Football Development Officer (Women & Girls)
Reports to	Football Development Manager

Job purpose(s)	
<ul style="list-style-type: none">To support delivery of The FA Grassroots Football Strategy and the Suffolk FA Business Strategy.To drive implementation of The FA's growth strategy for women's and girls' football locally.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	N/A

Location	Based at the Suffolk FA offices in Stowmarket, with remote working possible.
Working hours	22.5 hours per week (0.6 FTE). Some evening and weekend work will be expected.
Contract type	Fixed term until 30th June 2025 initially

Responsibilities	
Football Development	
<ul style="list-style-type: none">Develop programmes and partnerships to support and grow female football provision.Create, maintain and communicate an inclusive player pathway for females through education, recreation, competition and talent to support growth and retention.Support clubs and leagues to grow and retain female teams, creating a female-friendly environment and an appropriate competition offer, with a focus on developing complete female player pathways.Retain and grow the number of affiliated female football teams within FA-accredited clubs (England Football Accreditation).Ensure that the development of the female game is embedded across Suffolk FA and work with local strategic networks within education and the community to support the growth and retention of players, driven through key FA programmes.Strategically recruit, manage and retain Wildcats Centres/Squad Centres/Just Play Centres and co-ordinate the workforce to support the retention of these centres.Support the network of Girls' Football School Partnerships and a high-quality introduction to football for girls within education settings.Ensure that female football is inclusive, diverse and reflective of local communities.Support facility development projects to ensure equal access to women and girls.Consult with the Suffolk FA Inclusion Advisory Board (IAG) on key priorities and developments, including use of the Women's Football Development Fund for Inclusion.Work in partnership with the Referee Development Officer to support the development of female referee recruitment and retention initiatives.Raise the profile of female football within the Association and communicate the range of female football opportunities across the pathway.	
Safeguarding	



- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within football development programmes.
- Risk-assess all Suffolk Football Association events and activity for under-18s and where the Suffolk 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 Suffolk 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.
- 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.

General

- Identify sources of funding that will be of benefit to grassroots football and provide appropriate advice and support to applicants.
- Manage, maintain and enhance relations with sponsors and partners on identified programmes and projects.
- Establish constructive working relationships with key stakeholders and develop regular contact to promote collaboration and sharing of good practice.
- 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).
- Embed research, insight and effective measurement into planning, decision-making and delivery to ensure accurate data collection across programmes that address priority areas and meet the needs of participants.
- Use national and local data, research and customer insight to increase participation in grassroots football.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Suffolk Football Association and grassroots football.
- Support the planning implementation/piloting of new FA initiatives.
- Execute tasks as required to meet the Suffolk FA changing priorities.

Person specification

Qualifications

Essential

- A degree level qualification or equivalent experience.

Desirable

- Two years' sports development experience

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.

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.



**ENGLAND
FOOTBALL**

<ul style="list-style-type: none"> • Excellent problem-solving and decision-making skills. • Outstanding communication and presentation skills. • Exceptional customer service. • Ability to use data to monitor and evaluate programmes. 	<ul style="list-style-type: none"> • Budget management skills • Report-writing skills. • Influencing skills to champion change.
---	--

Knowledge and experience

Essential

- Passionate about working in women’s and girls’ football.
- Knowledge and understanding of the barriers to participation faced by females.
- Knowledge and understanding of the infrastructure and networks that exist within education, recreation, competition and talent that can support the development of women’s and girls’ football.
- Knowledge of the structure and partner organisations within football both nationally and within the County FA locality.
- Practical experience of sports / football development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.

Desirable

- Knowledge of The FA’s Grassroots Football Strategy.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.
- Knowledge of The FA’s growth strategy for women’s and girls’ football.
- Knowledge of The FA coaching qualification framework.

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

Suffolk FA values

Suffolk FA commit to:

- Always put the participant first to ensure our game is safe, inclusive and respectful for all
- Work collaboratively to strive for excellence
- Operate with integrity and transparency

Job description reviewed and modified by:	Matt Stebbings
Date job description reviewed and modified:	05/01/2023
Job description authorised by:	Richard Neal

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.