



**ENGLAND  
FOOTBALL**

## Job Description and Person Specification

<b>Job title</b>	Workforce Development Manager
<b>Reports to</b>	Chief Executive Officer

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"><li>To support delivery of The FA Grassroots Football Strategy and the Suffolk Football Association Business Strategy.</li><li>To provide strategic direction to the Suffolk FA Referee Development department.</li><li>To develop and deliver the Suffolk Football Association Coach Development Strategy in order to meet the needs of grassroots football in line with FA Education requirements.</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>	Referee Development Officer, County Support Officer

<b>Location</b>	Based at the Suffolk FA offices in Stowmarket, but with remote working possible.
<b>Working hours</b>	37 hours per week. Some evening and weekend work will be expected.
<b>Contract type</b>	Permanent

<b>Responsibilities</b>	
<b>Referee Development</b>	
<ul style="list-style-type: none"><li>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.</li><li>Develop a suite of referee development initiatives for grassroots referees, promotion candidates and referees with the potential and opportunity to progress through the refereeing pyramid.</li><li>Assist in the development of the referee developer workforce: matchday referee coaches, mentors, observers, developers, referee coaches and other volunteers involved in supporting referees ensuring that all safeguarding criteria are met.</li><li>Support referees in submitting discipline reports for serious cases of misconduct, including reporting discrimination, as well as actively supporting referees following challenging situations.</li><li>Lead the tracking and implementation of development initiatives of referees receiving low mark reports.</li><li>Liaise with the Football Services department to action and provide feedback on any Referee Development initiatives required as part of Disciplinary Commission procedure.</li><li>Develop strategies to diversify the pool of referees to be more reflective of the Suffolk county demography.</li></ul>	
<b>Coach Development</b>	
<ul style="list-style-type: none"><li>Lead and manage delivery of the Suffolk Football Association coach development programme, liaising with FA coach development workforce and key stakeholders to meet the needs of the game.</li><li>Develop and deliver an annual coach development programme to support high-quality coaching opportunities across grassroots football to support the achievement of the CFA Operating Model KPIs.</li><li>Develop a focused coach development and CPD offer (aligned to national framework) to support club development and participation programme requirements.</li></ul>	



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### **Safeguarding**

- 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 Football Association 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 the safer recruitment policy to ensure that staff and volunteers deployed by the Suffolk Football Association are suitable for their roles and uphold the values and behaviours of the Suffolk Football Association and it is applied to new appointments.

### **General**

- Manage the Referee Development team in line with personal and performance reviews; setting targets, monitoring performance and identifying training requirements.
- Manage Referee Development budgets and provide reports on a quarterly basis.
- 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 Football Association changing priorities.

### **Person specification**

#### **Qualifications**

##### **Essential**

- A degree level qualification or equivalent experience.

##### **Desirable**

- Two years' sports development experience.
- A current registered referee or observer.
- FA coaching qualification. (minimum FA Level 1 or FA Introduction to Coaching Football)

#### **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.

##### **Desirable**

- Individual and group coaching and training skills
- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.



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<ul style="list-style-type: none"><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>• 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>• 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><li>• Report-writing skills.</li></ul>
<b>Knowledge and experience</b>	
<b>Essential</b> <ul style="list-style-type: none"><li>• Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</li><li>• Experience of refereeing and/or referee development.</li><li>• Knowledge of the laws of the game.</li><li>• Knowledge of The FA coaching qualification framework.</li><li>• Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li></ul>	<b>Desirable</b> <ul style="list-style-type: none"><li>• Practical experience of sports/football development.</li><li>• Knowledge of The FA's Grassroots Football Strategy.</li><li>• Experience of project management.</li><li>• Experience of utilising mapping programmes to support strategic and logistical planning.</li><li>• Knowledge and understanding of working with volunteers.</li></ul>
<b>Enhanced DBS Check required?</b>	YES
<b>Clean, full driving licence?</b>	YES

<b>The job holder will be expected to understand and work in accordance with the values and behaviours described below</b>	
<b>Suffolk FA value</b>	
Suffolk FA commit to: <ul style="list-style-type: none"><li>• Always put the participant first to ensure our game is safe, inclusive and respectful for all</li><li>• Work collaboratively to strive for excellence</li><li>• Operate with integrity and transparency</li></ul>	

<b>Job description reviewed and modified by:</b>	Richard Neal
<b>Date job description reviewed and modified:</b>	06/02/23
<b>Job description authorised by:</b>	Phil Lawler

<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.