



**ENGLAND  
FOOTBALL**

## Job Description and Person Specification

<b>Job title</b>	Football 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 Football Development department.</li><li>• To ensure that every affiliated football fixture is played on a 'good' quality pitch.</li><li>• To identify and activate priority projects for Football Foundation investment via Local Football Facility Plans.</li><li>• To protect existing football facilities from planning applications.</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>	Football Development Officer (Growth), Football Development Officer (Retention)

<b>Location</b>	Based at the Suffolk Football Association 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>Football Development</b>	
<ul style="list-style-type: none"><li>• Identify, manage and develop relationships with key partners to meet the strategic objectives of the Suffolk Football Association.</li><li>• Be aware of all the Suffolk Football Association policies and procedures, ensuring that they are reviewed annually and updated where necessary.</li><li>• Work with The FA and partners to deliver national programmes and services that meet the needs of stakeholders.</li><li>• Develop and deliver an annual action plan to deliver growth and high-quality football opportunities across all football pathways (women and girls, male and disability).</li><li>• Analyse, and use data and insight, to design and develop local solutions that meet local stakeholder needs across all football pathways (women and girls, male and disability).</li><li>• Gain more FA-accredited leagues and clubs (FA Charter Standard) and deliver a programme of services to clubs and leagues.</li><li>• Drive implementation of The FA's growth strategy for women's and girls' football locally. Support leagues within the National League System through their league development plans.</li><li>• Deliver a programme of services to club and league volunteers, with an emphasis on gaining more FA-accredited clubs and leagues.</li><li>• Lead the league and club accreditation renewal process and ensure safeguarding requirements are met.</li><li>• Support the review and development of competition and league structures to ensure they meet the needs of all players.</li><li>• Provide football opportunities to all communities, in all areas of the game.</li></ul>	



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- Develop and monitor strategies that effectively manage player transition from mini-soccer to youth and youth to adult to minimise drop out.
- Lead on the development and promotion of other formats of football (e.g. walking football and futsal) within leagues and clubs 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.

### **Facility and Investment**

- Deliver all activities that ensure every affiliated football fixture is played on a 'good' quality pitch.
- Track the quantity and quality of football pitches and ground locations for affiliated fixtures.
- Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework and The FA's Grassroots Football Strategy.
- Ensure that each local authority area has a robust Local Football Facility Plan in place to identify priority projects for potential investment.
- Activate priority projects from Local Football Facility Plans and deliver against Football Foundation spend targets.
- Deliver support days to provide guidance to each Football Foundation applicant and ensure progress.
- Deliver support days to monitor and evaluate previously-funded Football Foundation projects and provide guidance to ensure they are successful.
- Contribute to the development of local authority playing pitch strategies and provide responses to planning applications affecting football facilities.
- Collaborate with The FA, Football Foundation, Grounds Management Association (GMA) and Sport England.
- Develop collaborative working partnerships with local authorities, clubs, leagues, schools and other facility providers.
- Promote The FA technical guidance documents to local authorities, clubs, leagues, schools and other facility providers.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within all facility and investment projects.
- Ensure contract agreements are in place with all contractors (facility hire, consultants etc.) and that these outline the requisite safeguarding responsibilities and accountabilities for all parties.

### **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 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.



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- 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 Football Development team in line with personal and performance reviews; setting targets, monitoring performance and identifying training requirements.
- Manage Football 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 at least two years' sports development experience.

**Desirable**

- A qualification in facility development.
- A project management qualification.

**Skills**

**Essential**

- Strategic thinking and planning skills.
- Self-motivated with excellent leadership skills and ability to build trust-based relationships.
- Excellent internal and external stakeholder relations and customer service skills.
- 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 within deadlines.
- Ability to coach, develop and manage the performance of staff.
- Exceptional communication, interpersonal and influencing skills.
- Effective report-writing and presentation 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.



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<ul style="list-style-type: none"> <li>• Effective prioritisation and time management skills.</li> <li>• Excellent IT skills, including the use of Microsoft Office applications.</li> <li>• Excellent problem-solving and decision-making skills.</li> <li>• Budget management skills.</li> <li>• Ability to use data to monitor and evaluate programmes.</li> </ul>	
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**Knowledge and experience**

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of project management.</li> <li>• Knowledge of funding sources to support capital projects.</li> <li>• Experience of utilising mapping programmes to support strategic and logistical planning.</li> <li>• Experience of monitoring and evaluation of programmes.</li> <li>• Knowledge of good people management practice.</li> <li>• Knowledge and understanding of local planning authorities and legislation.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of how the County FA operates in partnership with The FA.</li> <li>• Knowledge of and commitment to equality, diversity and inclusion.</li> <li>• Knowledge and understanding of The FA's Grassroots Football Strategy and how the County FA business plans support its delivery.</li> <li>• Knowledge of the The FA's Safeguarding Operating Standard.</li> <li>• Knowledge of the Football Foundation and Local Football Facility Plans.</li> <li>• Knowledge and understanding of working with volunteers.</li> </ul>
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<b>Enhanced DBS Check required?</b>	YES
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<b>Clean, full driving licence?</b>	YES
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**The job holder will be expected to understand and work in accordance with the values and behaviours described below**

<p><b>Suffolk FA values</b></p> <p>Suffolk FA commit to:</p> <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>
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<b>Job description reviewed and modified by:</b>	Richard Neal, Chief Executive Officer
<b>Date job description reviewed and modified:</b>	24/06/2021
<b>Job description authorised by:</b>	Phil Lawler, Chair

<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	