**Role Profile**

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| **Job Title:** | | **Children and Young People Football Development Officer** | | | | |
| **Reports To:** | | **Senior Football Development Officer** | **Jobs Reporting into the Job Holder:** | | | **Matrix line management to a team of Football Activators based at the University of Surrey.** |
| 1. **Job Purpose** | | | | | | |
| * To support delivery of the Surrey FA and the University of Surrey strategies for football and futsal. * To lead delivery of The FA University Grassroots Hubs at The University of Surrey including Team Surrey, Surrey Sports Park and University of Surrey. * To lead the implementation of the Children and Young People (CYP) offer for 12-24 year olds for Surrey FA. * To provide a high quality customer service to a wide range of football stakeholders. | | | | | | |
| 1. **Principal Accountabilities/Responsibilities** | | | | | | |
| * To lead the Surrey FAs partnership with The University of Surrey and British Universities & Colleges Sport, liaising and influencing directly with key staff in order to help shape and deliver football objectives in Guildford and the surrounding local authorities. * Lead the FA University Grassroots Hub at Surrey Sports Park to offer inclusive playing & volunteering opportunities to sustain & grow participation for students and the wider community. * Provide matrix management to the University of Surrey ‘Football Activators’ including agreeing and monitoring work programmes and conducting team meetings. * To design, implement and report on key Football and Futsal interventions relating to The FA University Grassroots Hub programme at The University of Surrey and Surrey FA objectives. * To develop relationships with key football stakeholders including but not limited to local grassroots clubs & leagues, colleges, schools and professional clubs. * To lead multi-agency meetings with members, partners, stakeholders and sponsors to develop a collaborative approach to the development of football. * Support the integration of digital solutions designed to track participation programmes and engage with unique participants on behalf of The FA, Surrey FA and British Universities & Colleges Sport. * Ensure that all Surrey County FA Football and Futsal activities comply with GDPR regulation and The FA safeguarding standards and procedures. * Lead all budgeting, forecasting and reporting processes as agreed with key partners. * Work with the University of Surrey to utilise the Surrey Sports Park site as a Surrey FA education hub. * Provide targeted interventions to support young people entering the Surrey FA education pathway across all disciplines. * Working with the Sports Participation Team at Surrey Sports Park, develop partnerships with local not for profit and commercial organisations which can utilise the facilities at University of Surrey. * Develop a workforce of student and community members to support the delivery of the University Grassroots Football Hub activity, including but not limited to, creating and establishing links with academic departments and courses. | | | | | | |
| **3. Knowledge/Experience/Skills** | | | | | | |
| **Essential:-**   * Practical experience of Sports / Football Development * Experience in working with young people in Higher or Further Education. * Work collaboratively within multi-disciplinary teams * Demonstrate a working understanding and application of inclusion, equality and anti - discrimination, safeguarding and best practice * Ability to work with partner organisations to deliver Football Development objectives * Design and delivery of sport development plans * Evidence based monitoring and evaluation * Data analysis and interpretation * Project management experience including budget management. * An understanding of the barriers experienced by students interested in sport at University. * Outstanding communication, influencing, negotiation and interpersonal skills * Ability to work under pressure and manage tight deadlines * Strong presentation skills including verbal and written. * IT literate and proficiency in Microsoft Office products (Word, Excel, Powerpoint) etc. * Driving licence and access to a car * Ability to work flexibly and at evenings and weekends when required. | | | | **Desirable:-**   * Knowledge of the structure and organisations within football both Nationally and within Surrey. * Knowledge of partner organisations within Surrey * Sports development/other relevant qualification * Experience of coordinating enrichment programmes or University sport * Understanding of The FA National Game Strategy * Understanding of Sport England ‘Towards an Active Nation Strategy’ * Understanding of AOC Sport * Understanding of BUCS Football Development Programme * Graduate / Graduate calibre * Football coaching qualification | | |
| **b) Skills and Behaviours – as defined in County Football Association Competency Model** | | | | | | |
| * Problem Solving * Teamwork * Communicating * Delivery * Customer Excellence | | | | * Developing Self and Others * Leadership | | |

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/behaviors might differ from those outlined and other duties, as assigned, might be part of the job.