**Role Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | **Football Development Assistant** | | |
| **Reports To:** | **Senior Football Development Officer** | **Jobs Reporting into the Job Holder:** | **None** |
| **1. Job Purpose** | | | |
| * To support delivery of the Surrey FA Strategy 18-21 * To provide a high quality customer service to a range of football stakeholders * To provide administrative and event support to Football Development department | | | |
| **2. Principal Accountabilities/Responsibilities** | | | |
| * Support the Football Development Team to plan and deliver programmes to deliver targets to retain and grow participation for male, female and disability players. * To undertake relevant administrative tasks which will support the delivery of grassroots football across the county and to support at events where necessary. * Analyse and use national and local data & insight to help support delivery of projects for the Football Development team. * To provide support to clubs and league volunteers with a programme of services such as CRC verification and support around the Charter Standard programme. * Support the Education Officer to create and deliver a comprehensive education and development programme for football coaches and referees. * Contribute to raising the profile and the perception of the CFA in leading and developing grassroots football. * Identify and develop relationships with key partners to meet the objectives and targets of the County FA. * Ensure that all Surrey County FA Football and Futsal activities comply with GDPR regulation and The FA safeguarding standards and procedures. | | | |

|  |  |
| --- | --- |
| **3. Knowledge/Experience/Technical Skills/Behaviours** | |
| **a) Knowledge/Experience/Technical Skills** | |
| **Essential:-**   * Strong organisation and administrative skills * An understanding of evidence based monitoring and evaluation processes * Ability to use Microsoft Office packages * Experience of report writing * Ability to work and communicate with partners and member organisations to help support Football Development initiatives * Demonstrate a working understanding and application of inclusion, equality and anti - discrimination, safeguarding and best practice * Understanding and interest in sport / football | **Desirable:-**   * Knowledge of the structure and organisations within football both Nationally and within CFA locality * Practical experience of Sports / Football Development * Project management skills * Budget management skills * Driving licence |
| **b) Behaviours – as defined in County Football Association Competency Model** | |
| * Teamwork * Communicating * Delivery * Customer Excellence | * Developing Self and Others * Problem Solving |

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