



## JOB DESCRIPTION & PERSON SPECIFICATION

Job title	Club Development Officer
Reports to	Club Development Lead

Location	Surrey FA HQ, Meadowbank, Dorking – with option for some remote working.
Working hours	35 hours per week plus evenings & weekends as required by business needs.
Contract type	Permanent
Direct reports	N/A

### Job purpose

To support England Football Accredited Clubs to become more sustainable through engagement with the Thriving Community Club framework, alignment of support services and multi-stakeholder collaboration.

To support, service and develop England Football Accredited clubs to grow and sustain opportunities whilst providing a quality experience for all players across all pathways.

### Job responsibilities

- Promote and assist England Football Accredited Clubs with their annual renewal process.
- Deliver exceptional customer support to volunteers using FA Technology systems, particularly the Club Portal, to ensure Accredited criteria is maintained throughout the year.
- Support England Football Accredited Clubs with writing and implementing development plans to help realise their ambitions.
- Develop and implement localised incentives and rewards for England Football Accredited Clubs.
- Target new development initiatives and pathway growth towards the network of Accredited Clubs to provide more opportunities for people to play and enjoy football within these environments.
- To provide relevant data insights & analysis across the organisation using available systems such as Power BI and Active Places to support the work that Surrey FA deliver.
- Promote positive behaviour in youth football and support with FA national campaigns and interventions.
- Execute tasks as required to meet Surrey FA's changing priorities and organisational development.
- Support the development of new income streams, projects and initiatives outside of core club development role
- Contribute to ensuring that safeguarding and equality are embedded throughout Surrey FA and grassroots football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within club development programmes.
- To contribute to the effective implementation of The FA's Safeguarding 365 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.
- To support delivery of The FA Grassroots Football Strategy and the Surrey FA Business Strategy.



<b>Person specification</b>	
<b>Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li><b>Educated to A level or equivalent.</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Two years' sports development experience.</b></li> </ul>
<b>Skills</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li><b>Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.</b></li> <li><b>Project management skills and experience – to plan, set and achieve objectives to deadlines.</b></li> <li><b>Excellent IT skills, including the use of Microsoft Office applications.</b></li> <li><b>Ability to work independently and as part of a team.</b></li> <li><b>Excellent time management and prioritisation skills.</b></li> <li><b>Excellent problem-solving and decision-making skills.</b></li> <li><b>Outstanding communication and presentation skills.</b></li> <li><b>Exceptional customer service.</b></li> <li><b>Budget management skills.</b></li> <li><b>Report-writing skills.</b></li> <li><b>Ability to use data to monitor and evaluate programmes.</b></li> <li><b>Influencing skills to champion change.</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.</b></li> <li><b>Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.</b></li> <li><b>Capability to create multiple reports, budgets and plans.</b></li> <li><b>Data &amp; Insights experience.</b></li> <li><b>Sales, bid writing, marketing or business development.</b></li> <li><b>Understanding of leadership skills / theory</b></li> </ul>
<b>Knowledge and experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li><b>Practical experience of sports/football development and involvement in a club or league.</b></li> <li><b>Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</b></li> <li><b>Knowledge of The FA coaching qualification framework.</b></li> <li><b>Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Knowledge of The FA's Grassroots Football Strategy.</b></li> <li><b>Experience of project management.</b></li> <li><b>Experience of utilising mapping programmes to support strategic and logistical planning.</b></li> <li><b>Knowledge and understanding of working with volunteers.</b></li> <li><b>Experience of Sport for Good / Working with wider systems partners such as police, local authority, health, education.</b></li> <li><b>Experience of working on grant applications, community projects and / or commercial partnerships</b></li> </ul>
<b>Enhanced DBS Check required?</b>	<b>YES</b>
<b>Check required on Companies House disqualified directors' register?</b>	<b>YES</b>
<b>Clean, full driving licence?</b>	<b>YES</b>



The job holder will be expected to understand and work in accordance with the strategic priorities described below.

Strategic priority	Objectives
IMPROVE PLAYING CHOICE AND OPPORTUNITIES	<ul style="list-style-type: none"> <li>Evolve the youth game.</li> <li>Improve team-based football for adult male players.</li> <li>Create more opportunities to play safe, inclusive casual football.</li> <li>Support the disability game to grow and thrive.</li> </ul>
DEVELOP EQUAL OPPORTUNITIES FOR WOMEN AND GIRLS TO PLAY	<ul style="list-style-type: none"> <li>Sustain and grow more playing opportunities in schools.</li> <li>Create more team based playing opportunities.</li> <li>Extend and enhance casual opportunities to play.</li> <li>Deliver safe and inclusive environments for women and girls to thrive.</li> </ul>
BUILD MORE AND IMPROVE EXISTING FACILITIES	<ul style="list-style-type: none"> <li>Transform grass pitch quality.</li> <li>Build more 3G pitches.</li> <li>Create inclusive and accessible facilities.</li> <li>Improve environmental sustainability.</li> </ul>
TACKLE POOR BEHAVIOUR	<ul style="list-style-type: none"> <li>Apply tougher sanctions.</li> <li>Promote positive behaviour.</li> <li>Drive collective responsibility across the game to raise standards.</li> </ul>
DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES	<ul style="list-style-type: none"> <li>Grow the number of people running the game.</li> <li>Improve the diversity of those running the game.</li> <li>Support those running the game to learn and develop.</li> <li>Celebrate and reward those running the game.</li> </ul>
SUPPORT THRIVING COMMUNITY CLUBS	<ul style="list-style-type: none"> <li>Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation.</li> <li>Help clubs to become more sustainable.</li> <li>Support the current and future generation of club leaders.</li> <li>Equip clubs to add value to their local communities.</li> </ul>
CONNECT AND SERVE PARTICIPANTS	<ul style="list-style-type: none"> <li>Make it easier to find information and opportunities to play, volunteer and learn.</li> <li>Improve our customer service and communications.</li> <li>Develop our digital tools to make running the game easier.</li> <li>Explore digital opportunities to enhance the football experience.</li> </ul>
PROGRESS THE GAME'S GOVERNANCE	<ul style="list-style-type: none"> <li>Promote the highest levels of governance across the grassroots network.</li> <li>Evolve local Football Associations focused on developing football For All.</li> <li>Support the grassroots game to be financially robust.</li> <li>Support the game to be safe and well-run.</li> <li>Support the development of income streams for reinvestment into Grassroots Football.</li> </ul>



**The job holder will be expected to understand and work to uphold Surrey FA's values and behaviours described below**

Values	Words	Behaviours
<b>Collaborative</b>	Communication Teamwork Listening Support Recognition	We work together, fuelled by our passion and shared commitment to developing the game
<b>Ambitious</b>	Learning Passion Challenges Proactive Open	We venture into unchartered territories with open minds, being bold in our thinking and brave in our actions
<b>Respectful</b>	Principles Integrity Diversity Empathy Balance	We recognise everyone's individual experience and perspectives, seeking out and valuing their contribution
<b>Excellence</b>	Accountable Reflective Effectiveness Impact Extraordinary	We are focused on the pursuit of excellence to enable us to make a lasting impact for the football family we serve

Job description reviewed and modified by:	Emma Barnes – Head of Football Development
Date job description reviewed and modified:	22/10/2025
Job description authorised by:	Nick West-Oram - CEO
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.**