



## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job title</b>	<b>Club Development Officer</b>
<b>Reports to</b>	<b>Club Development Lead</b>

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



Person specification	
Qualifications	
<b>Essential</b> <ul style="list-style-type: none"> <li>Educated to A level or equivalent.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>Two years' sports development experience.</li> </ul>
Skills	
<b>Essential</b> <ul style="list-style-type: none"> <li>Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.</li> <li>Project management skills and experience – to plan, set and achieve objectives to deadlines.</li> <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>Report-writing skills.</li> <li>Ability to use data to monitor and evaluate programmes.</li> <li>Influencing skills to champion change.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.</li> <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>Data &amp; Insights experience.</li> <li>Sales, bid writing, marketing or business development.</li> <li>Understanding of leadership skills / theory</li> </ul>
Knowledge and experience	
<b>Essential</b> <ul style="list-style-type: none"> <li>Practical experience of sports/football development and involvement in a club or league.</li> <li>Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</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>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> <li>Experience of Sport for Good / Working with wider systems partners such as police, local authority, health, education.</li> <li>Experience of working on grant applications, community projects and / or commercial partnerships</li> </ul>
Enhanced DBS Check required?	YES
Check required on Companies House disqualified directors' register?	YES
Clean, full driving licence?	YES



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

Strategic priority	Objectives
<b>IMPROVE PLAYING CHOICE AND OPPORTUNITIES</b>	<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>
<b>DEVELOP EQUAL OPPORTUNITIES FOR WOMEN AND GIRLS TO PLAY</b>	<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>
<b>BUILD MORE AND IMPROVE EXISTING FACILITIES</b>	<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>
<b>TACKLE POOR BEHAVIOUR</b>	<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>
<b>DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES</b>	<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>
<b>SUPPORT THRIVING COMMUNITY CLUBS</b>	<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>
<b>CONNECT AND SERVE PARTICIPANTS</b>	<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>
<b>PROGRESS THE GAME'S GOVERNANCE</b>	<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 uncharted 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.