

## Job Description and Person Specification

<b>Job title</b>	Football Development Officer - Workforce
<b>Reports to</b>	Education & Workforce Manager

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To support delivery of The FA National Game Strategy as well as Surrey FA performance related targets as set by the organisation.</li> <li>To recruit, train and support coaches in order to effectively develop and deliver grassroots football.</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> <li>To develop and deliver a plan for growth and quality delivery for workforce recruitment and deployment across Surrey which is aligned to the business strategic plan and FA targets.</li> <li>To lead the promotion of coaching opportunities to potential delivery partners and the wider community to increase coaching workforce numbers.</li> <li>To lead delivery against selected key performance indicators (KPI's) related to recruitment of coaches and attendance at training events, with additional focus and targets related to the diversity and inclusion of the coaching workforce.</li> </ul>	
<b>Direct reports</b>	Football Development Apprentice

<b>Location</b>	Surrey FA headquarters – Meadowbank Football Ground, Mill Lane, Dorking, RH4 1DZ with remote working in line with Surrey FA's remote working policy.
<b>Working hours</b>	35 hours
<b>Contract type</b>	Permanent

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>Design, in conjunction with other Surrey FA staff, an effective coach development strategy..</li> <li>Lead the delivery of the coach development strategy, liaising with FA coach development workforce and key stakeholders to meet the needs of the game.</li> <li>Recruit, train and develop diverse coaches through The FA qualification framework and local CPD opportunities, with a focus on the diversity and inclusion of the coaching workforce.</li> <li>Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within coaching development programmes.</li> <li>Risk assess all Surrey FA CPD events and/or courses activity for under-18s and where Surrey FA directly deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.</li> <li>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.</li> <li>Provide the highest level of customer excellence to support coaches across all FA Technology systems (FA Learning, Whole Game System, Platform For Football, Matchday app, Full Time etc).</li> </ul>	

- Analyse, and use data and insight, to design and develop local solutions that meet volunteer needs across all football pathways (women and girls, male and disability).
- Gain more FA-accredited leagues and clubs (FA Charter Standard) and deliver a programme of services to clubs and Leagues.
- Support the league and club accreditation (FA Charter Standard) renewal process and ensure safeguarding requirements are met.
- Work in partnership with the Referee Development Officer to support the recruitment, retention and development of referees.
- Support the Surrey FA Youth Forum to represent young people and identify, discuss and consider local grassroots football issues, including ensuring effective representation of coaches within the forum.
- Contribute to ensuring that safeguarding and equality are embedded throughout all of Surrey FA's workforce in order to safeguard grassroots football.
- Execute tasks as required to meet the Surrey FA's changing priorities and/or 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>• Sports development and/or coaching related degree.</li> <li>• Sports related coaching qualification(s).</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>• 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 coaches.</li> <li>• Capability to create multiple reports, budgets and plans.</li> </ul>
Knowledge and experience	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Practical experience of sports/football development and/or coach development.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Knowledge of The FA's National Game Strategy.</li> <li>• Experience of project management.</li> </ul>

<ul style="list-style-type: none"> <li>• Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</li> <li>• Knowledge of The FA coaching qualification framework.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of utilising mapping programmes to support strategic and logistical planning.</li> <li>• Knowledge and understanding of working with volunteers.</li> <li>• Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li> </ul>
<b>Enhanced DBS Check required?</b>	Yes
<b>Clean, full driving licence?</b>	Not essential

<b>The job holder will be expected to understand and work in accordance with the values and behaviours described below.</b>	
<b>SFA value</b>	<b>Behaviours</b>
EXCELLENCE	Approachable, knowledgeable staff and County Members delivering a proactive and professional service
INCLUSION	Ensuring equality is at the heart of everything we do
INNOVATION	Embracing new ways of working, new technologies and responding to customer feedback