



ABOUT SURREY FA



Founded in 1890, Surrey FA has a rich history with the beautiful game. Today, Surrey FA is one of the leading County FA's in the country and is a not-for-profit organisation with charitable status. This is an exciting time for us as we continue to transform our services and set about developing our new long-term strategy to 2030.

Surrey FA supports over 3,000 teams and 60,000 players, over 1,000 referees, and 5,000 coaches. We have a network of County Members providing expertise and diversity of voice to our Working Groups, a diverse and committed Board of Trustees, and 28 staff working across 15 Local Authorities. Surrey FA was also the first CFA to achieve Intermediate Equality Standard.

WHAT IS IT LIKE TO WORK FOR US?

Surrey FA is a great place to work. We are proud of our positive culture, staff well-being, and team working. We are collaborative. We support each other. The person is as important to us as the skills you can bring.

We value the benefits of partnership working to deliver better outcomes. And we are all passionate and committed to grassroots football and changing lives across our community.

We offer flexible working hours, a benefits programme designed by our staff and you'll be based in our newly built offices at Meadowbank Football Ground, overlooking the Surrey Hills in Dorking, Surrey.

www.surreyfa.com



surreyfa



surreyfa



surreycountyfa



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Football Development Officer (Women & Girls)
REPORTS TO	Head of Football Development
JOB PURPOSE(S)	
<ul style="list-style-type: none">● To support delivery of The FA National Game Strategy and the Surrey FA Business Strategy.● To drive implementation of The FA's growth strategy for women's and girls' football locally.● To contribute to the effective implementation of The FA's Safeguarding Operating 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.	
DIRECT REPORTS	N/A
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.



RESPONSIBILITIES

- Develop programmes to support and grow female football provision, with a focus on getting girls playing earlier in mini-soccer.
- Complete an annual analysis of female football to map participation and identify gaps in provision.
- Utilise the women's and girls' online mapping tool to strategically develop the game across the County FA, identifying gaps in provision and opportunities for development
- Retain and grow the number of affiliated female football teams within FA-accredited clubs (FA Charter Standard) with a focus on developing complete female player pathways.
- Deliver a programme of services to club and league volunteers, with an emphasis on gaining more FA-accredited clubs and leagues (FA Charter Standard).
- Ensure that female football is inclusive, diverse and reflective of local communities.
- Consult with the Surrey FA Inclusion Advisory Board (IAG) on key priorities and developments.
- Ensure that the development of the female game is embedded across the Surrey FA and work with local strategic networks within education and the community to support the growth and retention of players, driven through key FA programmes.
- Strategically recruit, manage and retain Wildcats Centres/Just Play Centres and co-ordinate the workforce to support the retention of these centres.
- Support the planning implementation/piloting of new FA initiatives.
- Support the network of Girls' Football School Partnerships and a high-quality introduction to football for girls within primary schools.
- Support clubs and leagues to grow and retain female teams, creating a female-friendly environment and an appropriate competition offer.
- Create, maintain and communicate an inclusive player pathway for females through education, recreation, competition and talent to support growth and retention.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within female football development programmes.
- Risk-assess all Surrey FA events and activity for under-18s and where the Surrey FA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- 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.



- Listen to and consult with under-18s on their experiences of grassroots football as part of the Surrey FA youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, FA Events, Whole Game System, Matchday app and Full-Time).
- Support Regional Talent Clubs and Advanced Coaching Centres with business planning and ongoing development.
- Create a coach identification process to support the growth, retention and transition of female coaches through The FA coaching qualifications framework.
- Work in partnership with the Referee Development Officer to support the development of female referee recruitment and retention initiatives.
- Raise the profile of female football within the Surrey FA and communicate the range of female football opportunities across the pathway.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Surrey FA and grassroots football.
- Execute tasks as required to meet the Surrey FA changing priorities.





PERSON SPECIFICATION

QUALIFICATIONS

Essential

- A degree level qualification or equivalent experience.

Desirable

- Two years' sports development experience

SKILLS

Essential

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team
- Excellent time management and prioritisation skills.
- Excellent creative problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

Desirable

- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.
- Capability to create multiple reports, budgets and plans.



KNOWLEDGE AND EXPERIENCE

Essential

- Passionate about working in women's and girls' football.
- Knowledge and understanding of the barriers to participation faced by females.
- Knowledge of The FA's growth strategy for women's and girls' football.
- Knowledge and understanding of the infrastructure and networks that exist within education, recreation, competition and talent that can support the development of women's and girls' football.
- Knowledge of the structure and partner organisations within football both nationally and within the County FA locality.
- Practical experience of sports / football development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of The FA coaching qualification framework.

Desirable

- Knowledge of The FA's National Game Strategy.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.

ENHANCED DBS CHECK REQUIRED?

Yes

CLEAN, FULL DRIVING LICENCE?

Yes

THE JOB HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE VALUES AND BEHAVIOURS DESCRIBED BELOW:

DIRECT REPORTS

DIRECT REPORTS

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.