



Job Description and Person Specification

Job title	Football Development Officer (Programmes)
Reports to	Football Development Manager

Job purpose(s)	
<ul style="list-style-type: none"> To support delivery of The FA Grassroots Football Strategy and the Wiltshire FA Business Strategy. To lead on the England Accreditation programme for clubs and leagues. To help ensure that every affiliated team has a qualified coach and is England Accredited. To create a network of Recreational playing opportunities. To help ensure that every affiliated football fixture is played on a 'good' quality pitch. 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. 	
Direct reports	Not applicable

Location	The role will be based at Wiltshire FA, Green Lane Playing Fields, Green Lane, Devizes, SN10 5EP. There is a require to be at the office although some flexibility is afforded to work from home.
Working hours	16 hours a week
Contract type	Fixed term contract until 31 August 2025
Salary	£22,000 - £26,000 (pro-rata)

Responsibilities	
Clubs, League and Coaching	
<ul style="list-style-type: none"> Lead the England Accreditation programme for clubs and leagues. Support the Football Development Officer (Workforce) in ensuring all youth team have a qualified coach, and coach development opportunities are available for all stakeholders. Manage The FA Respect programme within Wiltshire, working with leagues and clubs to improve behaviour from players, coaches, parents/spectators and participants. 	
Recreational Participation	
<ul style="list-style-type: none"> Lead the creation of recreational playing opportunities in the form of 'Just Play' - utilising the FA Events Engine to manage attendance. 	
Data and Insight	
<ul style="list-style-type: none"> Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time). Utilise Power-Bi to extract data and help the company target specific areas in respect to improving performance against FA key performance indicators. Support the implementation of sites with Pitchpower, in order to encourage as many to apply for grass pitch maintenance funding as possible. Track the quantity and quality of football pitches and ground locations for affiliated fixtures utilising Pitchpower, and Active Places. 	



Safeguarding

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within Football Development Programmes
- Ensure contract agreements are in place with all contractors (facility hire, consultants etc.) and that these outline the requisite safeguarding responsibilities and accountabilities for all parties.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Wiltshire FA and grassroots football.
- Risk-assess all Wiltshire FA events and activity for under-18s and where the Wiltshire 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 Wiltshire FAs youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.

General

- Contribute to ensuring that safeguarding and equality are embedded throughout the Wiltshire FA and grassroots football.
- Develop collaborative working partnerships with local authorities, clubs, leagues, schools and other key stakeholder that impact football development.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time)
- Execute additional tasks as required to meet Wiltshire FA's changing priorities.

Person specification

Qualifications

Essential

- Educated to A Level or equivalent

Desirable

- A qualification in sports development or similar

Skills

Essential

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- 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 problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Ability to use data to monitor and evaluate programmes.
- An ability to work under pressure, handle multiple priorities and meet deadlines.

Desirable

- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities
- Previous experience of successfully applying for funding for a project.



<ul style="list-style-type: none"> • A flexible approach to work – including working evenings and weekends to meet the specific demands of the role. • Budget management skills . • Report-writing skills . 	
Knowledge and experience	
Essential <ul style="list-style-type: none"> • Experience of a football/sport development type role. • Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. • Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. • Experience of implementing football/sport development programmes which increase participation. 	Desirable <ul style="list-style-type: none"> • Knowledge of The FA’s Grassroots Football Strategy and the National Facility Strategy. • Experience of project management. • Knowledge and understanding of working with volunteers. • Knowledge of The FA coaching qualification framework. • Understanding of FA participation programmes which support the delivery of the National Game Strategy.
Does this role involve direct contact with Children & Young People U18 or with vulnerable adults?	Yes
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.	
FA value	Behaviours
HONESTY	<ul style="list-style-type: none"> • Demonstrates the ability and courage to say no. • Possess the Courage to face the truth. • Does the right thing, not the easy thing. • Is real to themselves and others. • Tells the truth even if it is not what others wish to hear.
APPROACHABILITY	<ul style="list-style-type: none"> • Listens carefully and is able to respond specifically to people’s issues. • Shares perspectives in a professional manner and encourages others to respond. • Demonstrate good body language that provides people with the confidence to approach you. • Avoids showing negative emotions even when you receive bad news.
INCLUSIVITY	<ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game. • Provides equal opportunity to people of different backgrounds, experience and perspective. • Seeks out and embraces new ways of thinking and working.
TRANSPARENCY	<ul style="list-style-type: none"> • Adapts how information is presented to engage with a range of different stakeholder.



	<ul style="list-style-type: none">• Provides stakeholders with a clear understanding of the business strategy and objectives.• Engages others in the decision-making process.• Informs the individuals about information which could affect them even if the news is not positive.• Challenges poor behaviours of colleagues and stakeholders.
EXCELLENCE	<ul style="list-style-type: none">• Seeks to achieve the highest levels of performance all the times.• Can be persistent to achieve a standard that others consider impossible.• Challenges others to go further and achieve more.

Job description reviewed and modified by:	Mark Young 30 th June 2022
Date job description reviewed and modified:	4 th July 2022
Job description authorised by:	Oliver Selfe – Chief Executive

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.