



Job Description and Person Specification

Job title	Football Development Officer (Women's & Girls')
Reports to	Football Development Manager

Job purpose(s)	
<ul style="list-style-type: none">To support delivery of The FA National Game Strategy and the Wiltshire 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	Wiltshire County FA, Green Lane, Devizes, SN10 5EP with some homeworking.
Working hours	35 hours per week including evenings and weekends
Contract type	Fixed Term until 30 th June 2024.
Salary	£22,000-£26,000

Responsibilities	
<ul style="list-style-type: none">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 (England Football).Ensure that female football is inclusive, diverse and reflective of local communities.Consult with the Wiltshire FA Inclusion Advisory Board (IAG) on key priorities and developments.Ensure that the development of the female game is embedded across the Wiltshire 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/Squad Goals/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.Lead and manage the Wiltshire FA Girls Advanced Coaching Centre programme.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.
- Liaise with the DSO and follow through on opportunities to listen to and consult with under-18s on their experience of playing, learning and volunteering;
- Make use of young people and adults at risk feedback to enhance the experience and fun and safety in 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).
- Lead the Wiltshire FA Advanced Coaching Centres providing 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.
- Support the development of female referee recruitment and retention initiatives.
- Raise the profile of female football within the Wiltshire FA and communicate the range of female football opportunities across the pathway.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Wiltshire FA and grassroots football.
- Execute tasks as required to meet the Wiltshire FA changing priorities.
- Design, in conjunction with other Wiltshire FA staff, an effective coach development strategy..
- Lead the delivery of the coach development strategy, liaising with FA coach development workforce and key stakeholders to meet the needs of the game.
- 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.
- Risk assess all Wiltshire FA CPD events and/or courses activity for under-18s and where Wiltshire FA directly deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.

Person specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • Two years' sports development experience 	<ul style="list-style-type: none"> • A degree level qualification
Skills	
Essential	Desirable
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.



<ul style="list-style-type: none"> • Exceptional customer service. • Budget management skills • Report-writing skills. • Ability to use data to monitor and evaluate programmes. • Influencing skills to champion change. 	
Knowledge and experience	
<p>Essential</p> <ul style="list-style-type: none"> • 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. 	<p>Desirable</p> <ul style="list-style-type: none"> • 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.	
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 peoples 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.



	<ul style="list-style-type: none">• 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.• 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:	Oliver Selfe CEO
Date job description reviewed and modified:	16 th December 2021
Job description authorised by:	Clive Archer Chairman

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.