



### Role Profile

<b>Job Title:</b>	<b>Football Development Officer</b>	<b>Salary</b> <b>£22,000 - £26,000</b>
<b>Reports To:</b>	<b>Football Development Manager</b>	
<b>1. Job Purpose</b>		
<ul style="list-style-type: none"> <li>▪ To support delivery of The FA Grassroots Football Strategy and the Wiltshire FA Business Strategy.</li> <li>▪ To strategically coordinate disability football provision across Wiltshire and the local area.</li> <li>▪ To influence and support the growth and retention of disability football.</li> <li>▪ To develop and deliver a sustainable plan for growth and quality across the male football pathway</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> </ul>		
<b>2. Principal Accountabilities/Responsibilities</b>		
<b>Disability Pathway</b>		
<ul style="list-style-type: none"> <li>▪ Work strategically to align current and future disability football provision, ensuring an integrated approach across the Wiltshire Football Association, local EFL (English Football League) club community organisations and key partners from across the disability, health, education, community and voluntary sectors.</li> <li>▪ Map clubs, teams and leagues and target gaps in disability football provision across key age groups: under-12, under-16 and 18+.</li> <li>▪ Retain and grow the number of affiliated disability football teams with an emphasis on creating player pathway opportunities within FA-accredited clubs structures for under-12, under-16 and adult age groups.</li> <li>▪ Support and build links between schools, colleges, universities and FA-accredited clubs to support the growth in disability football.</li> <li>▪ Coordinate the delivery of a network of recreational disability football centres for male and females across key age groups: under-8, under-12, under-16 and adult.</li> <li>▪ Embed research, insight and effective measurement into planning, decision-making and delivery across disability football to ensure accurate data collection across programmes that address the priority areas for disability football and meet the needs of disabled people.</li> <li>▪ Develop and service a modern and sustainable competition structure across pan disability football, targeting under-12, under-16 and adult.</li> <li>▪ Work with the Football Development team to deliver a comprehensive workforce plan that supports disability football across coaches, referees, volunteers and young leaders and is inclusive of disabled people.</li> </ul>		
<b>Male Pathway</b>		
<ul style="list-style-type: none"> <li>▪ Work collaboratively through local strategic networks within the community to support the growth and retention of male players through key FA programmes.</li> <li>▪ Identify sources of funding that will be of benefit to grassroots football and provide appropriate advice and support to applicants.</li> <li>▪ Provide football development support and advice to clubs and leagues.</li> <li>▪ Complete an annual analysis of male football to map participation and identify gaps in provision.</li> </ul>		



- Develop programmes to support and grow male football provision, with a focus on developing a full football pathway from youth to adult into veterans (35+) and walking football.
- Work closely with schools and education providers to support opportunities for provision.
- Deliver a programme of services to club and league volunteers, with an emphasis on gaining more FA-accredited clubs and leagues.
- Increase male recreational football participation via The FA Just Play programme by engaging a wide range of stakeholders and targeting a variety of groups based on local demand.

#### **England Football Accreditation**

- Support the Development Team to embed England Football Accreditation across leagues and clubs in Wiltshire
- Support clubs to develop disability and male pathways
- Support leagues through their league development plans.

#### **Safeguarding**

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within disability football development programmes.
- 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.
- Risk assess all Wiltshire FA events and activity involving open-age adult disability grassroots football teams or participants.
- 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 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.

#### **General**

- 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 tasks as required to meet the Wiltshire County FA changing priorities.



Person Specification	
<b>3. Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ Educated to A Level or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Two years' sports development experience</li> </ul>
<b>4. Skills</b>	
<p style="text-align: center;"><b>Essential</b></p> <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>▪ Influencing skills to champion change.</li> <li>▪ Ability to use data to monitor and evaluate programmes.</li> </ul>	<p style="text-align: center;"><b>Desirable</b></p> <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> </ul>
<b>Knowledge and Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ Passionate about working in disability football.</li> <li>▪ Knowledge and understanding of the barriers to participation faced by disabled players.</li> <li>▪ Knowledge and understanding of the infrastructure and networks that exist within education, recreation, competition and talent that can support the development of disability football.</li> <li>▪ Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li> <li>▪ Practical experience of sports/football development.</li> <li>▪ Demonstrate a working knowledge of inclusion, equality, anti-discrimination</li> </ul>	<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> </ul>



<ul style="list-style-type: none"> <li>and safeguarding.</li> <li>▪ Knowledge of The FA coaching qualification framework.</li> </ul>	
<b>b) Behaviours</b>	
<b>Behaviours</b> <ul style="list-style-type: none"> <li>▪ Problem Solving</li> <li>▪ Teamwork</li> <li>▪ Communicating</li> <li>▪ Delivery</li> <li>▪ Customer Excellence</li> </ul>	<b>Values</b> <ul style="list-style-type: none"> <li>• Integrity</li> <li>• Approachability</li> <li>• Transparency</li> <li>• Inclusivity</li> <li>• Excellence</li> </ul>
<b>Enhance DBS Check Required</b>	<b>Yes</b>
<b>Clean, full driving license</b>	<b>Yes</b>
<b>Further Information</b> As this role may involve access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include an enhanced DBS to ensure their suitability for the role and must complete relevant safeguarding training.	

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.