



FOR ALL

Job Description and Person Specification

Job title	Football Development Officer
Reports to	Head of Delivery

Job purpose(s)	
<ul style="list-style-type: none">To support delivery of The FA National Game Strategy and the Berks & Bucks FA Business Strategy.Lead, plan and deliver the Women and Girls football strategy within the County Operational PlanTo identify and co-ordinate a programme of Recreational & Social football provisionsTo 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	None

Location	This role will be based out of the Berks & Bucks FA offices in Abingdon, however there will be opportunities for remote working as appropriate.
Working hours	This is a full-time role equating to 35 hours per week. There is a requirement to work evenings and weekends, in line with the demands of the role
Contract type	Fixed Term Contract, expiring June 2024

Responsibilities	
Women & Girls Development	
<ul style="list-style-type: none">Achieve key performance indicators via supporting retention and positive growth in participation across the female pathway using positive interventions and new initiativesWork collaboratively with affiliated Leagues & Clubs to influence the effective delivery of sustainable female affiliated footballSupport the FA's key Women & Girls initiatives at a local level by utilising strong strategic networks and partners within the community and education sectorsRetain 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.Ensure that female football is inclusive, diverse and reflective of local communities.Work with the Women's Euro Legacy Group in Milton Keynes to ensure successful delivery of the MK Legacy PlanAnalyse and use national and local data & insight to design and implement customer focused initiatives linked to individual and team work programmes and growth targetsSupport the network of Girls' Football School Partnerships and a high-quality introduction to football for girls within primary schools.	
Social & Recreational Delivery	
<ul style="list-style-type: none">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.Provide or facilitate the development of other formats of football (e.g. walking football) that reflect changing participant behaviour and expectations.Introduce innovative and flexible competitions that meet the changing needs of participants or fill gaps in provision	



FOR ALL

- Support delivery of initiatives that are targeted at tackling localised societal issues

General

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within football development programmes.
- 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).
- Contribute to ensuring that safeguarding and equality are embedded throughout the Berks & Bucks FA and grassroots football.
- Execute tasks as required to meet the Berks & Bucks FA changing priorities.

Person specification

Qualifications

Essential

- Educated to A Level (or equivalent relevant experience)

Desirable

- Sport Development Qualification

Skills

Essential

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- 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
- Excellent IT skills, including the use of Microsoft Office applications.
- 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.

Knowledge and experience

Essential

- Practical experience in sports / football development
- Project management skills and experience – to plan, set and achieve objectives to deadlines.

Desirable

- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.



FOR ALL

<ul style="list-style-type: none"> • Knowledge and understanding of the barriers to participation faced by females. • Knowledge of The FA's Strategy • Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. 	<ul style="list-style-type: none"> • Knowledge of the structure and partner organisations within football both nationally and within the County FA locality.
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
PROGRESSIVE	Embraces new thinking in pursuit of continuous improvement: <ul style="list-style-type: none"> • Identifies the need for, and actions change in direction, practice, policy or procedure. • Questions the way things are done and takes informed risks. • Continuously seeks to improve efficiency and performance.
RESPECTFUL	Sets the standards for respectful behaviour across the game: <ul style="list-style-type: none"> • Maintains people's self-esteem when interacting with them. • Avoids pre-judgement when listening to suggestions from others. • Seizes the opportunity to apply FA standards at all times.
INCLUSIVE	Champions and ensures that football is, and will remain, a game for everyone: <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.
TRUSTED	Tenacious and accountable. Serving the whole game and doing the right thing: <ul style="list-style-type: none"> • Works relentlessly to overcome roadblocks or obstacles to achieve the goal • Remains focused on seeing agreed goals through to completion taking pride in their work • Maintains motivation for their team and themselves
INSPIRED	The very best outcome achieved by sustained excellence in performance: <ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all 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:	Head of Delivery, Jon Wood
Date job description reviewed and modified:	1 st July 2021
Job description authorised by:	

Signed by job holder (on appointment):	
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Date signed:

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.