



Job Description and Person Specification

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| Job title | Football Participation Manager |
| Reports to | Head of Delivery |

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| 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.To lead and manage Development work relating to the Player PathwaysTo 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 | Football Development Officer, Community & Inclusion Officer |

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| 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 2024 |

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| Responsibilities |
| <ul style="list-style-type: none">Manage the Football Development Participation team in line with personal and performance reviews; setting targets, monitoring performance and identifying training requirements.Manage Football Development budgets and provide reports on a quarterly basis.Awareness of all the Berks & Bucks FA policies and procedures, ensuring that they are reviewed annually and updated where necessary.Utilise data and insight to support the retention and growth of male affiliated footballProvide Football Development support and direction to Clubs & LeaguesSupport the review and development of competition and league structures to ensure they meet the needs of all players, including the local offer for veterans footballStrategically lead the growth of England Football Accredited clubs & LeaguesIdentify bespoke support for clubs within the National League SystemRetain and grow the number of affiliated disability football teams with an emphasis on ensuring there are suitable disability provisions within each geographical areaContinue to develop and support the local competition structure across pan disability football, and develop opportunities to support those suffering with mental health challenges.Raise the profile of disability football across the area and communicate the range of opportunities availableLead and deliver against the disability talent development programmeRisk-assess all Berks & Bucks FA events and activity for under-18s and where the Berks & Bucks 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.
- 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).
- Provide football opportunities to all communities within the Berks & Bucks FA in all areas of the game.
- Awareness of the safer recruitment policy to ensure that staff and volunteers deployed by the Berks & Bucks FA are suitable for their roles and uphold the values and behaviours of the Berks & Bucks FA and it is applied to new appointments.
- 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 | |
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| Qualifications | |
| Essential <ul style="list-style-type: none"> • A degree level qualification or two years' sports development experience. | Desirable |
| Skills | |
| Essential <ul style="list-style-type: none"> • Strategic thinking and planning skills. • Self-motivated with excellent leadership skills and ability to build trust-based relationships. • Excellent internal and external stakeholder relations and customer service skills. • 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 within deadlines. • Ability to coach, develop and manage the performance of staff. • Exceptional communication, interpersonal and influencing skills. • Effective report-writing and presentation skills. • Excellent IT skills, including the use of Microsoft Office applications. • Excellent problem-solving and decision-making skills. • Ability to use data to monitor and evaluate programmes. | Desirable <ul style="list-style-type: none"> • Utilising insight & mapping programmes to support strategic and logistical planning • Ability to identify and progress new opportunities. |
| Knowledge and experience | |
| Essential | Desirable <ul style="list-style-type: none"> • Experience within leadership/management role |



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| <ul style="list-style-type: none"> • Knowledge of how the County FA operates in partnership with The FA. • Knowledge of and commitment to equality, diversity and inclusion. • Experience of working with partner organisations to deliver strategic plans that have resulted in sustainable outcomes • Experience of monitoring and evaluation of programmes. • Experience of managing budgets • Project management skills and experience – to plan, set and achieve objectives within deadlines. | <ul style="list-style-type: none"> • Experience of utilising mapping programmes to support strategic and logistical planning. • Knowledge and understanding of The FA’s National Game Strategy and how the County FA business plans support its delivery. • Knowledge and understanding of working with clubs & leagues • Knowledge and understanding of the barriers to participation faced by disabled players. |
| 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 | |
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| 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. |
| DETERMINED | 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. |
| EXCELLENT | 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. |

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| Job description reviewed and modified by: | Jon Wood |
| Date job description reviewed and modified: | 13 th January 2022 |



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| Job description authorised by: | |
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| Signed by job holder (on appointment): | |
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| Date signed: | |
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One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.