

### Cornwall FA Role Profile

JOB TITLE:	FOOTBALL DEVELOPMENT OFFICER (FDO)		
REPORTS TO:	SENIOR FOOTBALL DEVELOPMENT OFFICER (SFDO)	JOBS REPORTING INTO THE JOB HOLDER	N/A
JOB PURPOSE:			
Support delivery of The FA National Game Strategy in partnership with key stakeholders Offer specific support to positively impact participation throughout the female game and disability football in the county			
PRINCIPAL RESPONSIBILITIES:			
<p>In conjunction with SFDO write and implement the girls' and women's section of the Cornwall Strategy and Business Plan, manage the budgets and access any funding opportunities to support further development within the game</p> <p>In conjunction with SFDO write and implement the disability section of the Cornwall Strategy and Business Plan and incorporate into the FA Disability Workforce Fund (DWF) manage the budgets and access any funding opportunities to support further development within the game</p> <p>Develop programmes to retain and grow participation throughout the female and disability games</p> <p>Ensure all programmes are inclusive</p> <p>Deliver a programme of services to clubs and leagues</p> <p>Lead and support the review and delivery of competition and league structures to ensure they meet the needs of all players</p> <p>Support and encourage all female and disability clubs and leagues to sign up to the FA Charter Standard Programme and help them apply for grants</p> <p>Actively support the development of the FA Girls Advanced Coaching Centre programme</p> <p>Support clubs to access small grants from the Football Foundation and other sources</p> <p>Attend and support local, regional and national meetings to understand challenges of female and disability clubs and offer support and solutions</p> <p>Complete annual analysis of female and disability football to map participation and identify gaps in provision.</p> <p>Provide strategic support to County Coach Developer in the development of FA Coach Education courses ensuring inclusive, comprehensive programme</p> <p>Contribute to raising the profile and the perception of the Cornwall FA in leading and developing grass roots football</p>			

<p>Identify, manage and develop relationships with key partners to meet the objectives and targets of the Cornwall FA</p> <p>Support the marketing and communication of programmes to players and volunteers</p> <p>Evening and weekend work leading and attending meetings and assisting and supporting at county events is expected.</p>	
SKILLS & ABILITIES	
<p>ESSENTIAL:</p> <ul style="list-style-type: none"> <li>▪ Relevant experience in a development environment</li> <li>▪ Passionate and committed to the development of grassroots football but especially female and disability football at a local level</li> <li>▪ Able to work under pressure, handle multiple priorities and meet deadlines</li> <li>▪ Ability to change, adapt and be open minded to an ever changing football landscape</li> <li>▪ Experience of report writing, ability to use emails, Microsoft Office including Word, Excel and Powerpoint</li> <li>▪ Experience of working with partner organisations to deliver strategic plans</li> <li>▪ Ability to monitor and evaluate programme delivery</li> <li>▪ Demonstrate a working understanding and application of inclusion, equality and anti-discrimination, safeguarding and best practice</li> <li>▪ Experience of managing budgets</li> <li>▪ Driving licence</li> </ul>	
<p>DESIRABLE:</p> <ul style="list-style-type: none"> <li>▪ Sports/Management Qualification</li> </ul>	
BEHAVIOURS – as defined in County Football Association Competency Model	
<ul style="list-style-type: none"> <li>▪ Problem Solving</li> <li>▪ Teamwork</li> <li>▪ Communicating</li> </ul>	<ul style="list-style-type: none"> <li>▪ Delivery</li> <li>▪ Customer Excellence</li> <li>▪ Developing Self and Others</li> </ul>
FURTHER INFORMATION:	

Due to the nature of this post, the successful candidate will be required to undertake a Disclosure and Barring Service check through The FA CRC process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope”

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.