



DERBYSHIRE FA

APPLICATION PACKAGE

FOOTBALL DEVELOPMENT OFFICER





DERBYSHIRE FA

Football Development Officer

Contents

1. The Role
2. Role Description
3. How to apply
4. Selection Process

1. The Role

Derbyshire County FA are committed to equality of opportunity and welcome applications from all sections of the community. The successful candidate will be responsible for leading disability and the grass pitch programmes for the CFA.

Role Description

Role Title	Football Development Officer
Reports to	Football Development Manager
Location	Derbyshire County FA, 8 & 9 Stadium Business Court, Millennium Way, Pride Park, Derby, DE24 8HP
Salary Range	£25k-£32k
Term	Fixed term until 30 th June 2024 (subject to further funding)

Job Purpose

- To support delivery of The FA Grassroots Football Strategy and the Derbyshire County FA Business Strategy.
- To strategically coordinate disability football provision across Derbyshire.
- To influence and support the growth and retention of disability football.
- To ensure that every affiliated football fixture is played on a 'good' quality pitch.
- To support the Football Development Manager to identify and activate priority projects for Football Foundation investment via Local Football Facility Plans.
- 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.
- To support in the delivery of diversity and inclusion targets and in creating a more inclusive culture across the CFA.
- Ensure that the CFA effectively implement and maintain the FA's Safeguarding 365 Standard within Football.

Principal Accountabilities/Responsibilities

Disability Football


- To be responsible for The National Game Strategy KPI, number of registered disabled players and the future of the disability player pathway.
- Work strategically with Derby County Community Trust, Chesterfield Community Trust and key partners across the disability, health, education, community, and voluntary sectors to align current and future disability football provision.
- Retain & grow the number of affiliated disability football teams with an emphasis on creating player pathway opportunities within FA Accredited clubs structures.
- Support and build links between schools, colleges, universities, and FA Accredited clubs to support the growth in disability football.
- Coordinate the delivery of a network of recreational disability football centres.
- Raise the profile of good news stories and the range of disability football opportunities across the pathway.
- 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.
- Develop and service a modern and sustainable competition structure across pan disability football.
- 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.
- Work in partnership with key organisations to deliver against the FA Disability Talent ID & Player Pathway development programme.

Grass Pitch Improvement Programme:

- Support delivery of all activities that ensure every affiliated football fixture is played on a 'good' quality pitch including the use of PitchPower and the Hive Groundskeepers Community.
- Track the quantity and quality of football pitches and ground locations for affiliated fixtures.
- Utilise CRM & Pitchfinder to analyse the data and monitor all grass pitch sites across Derbyshire.
- Prioritise those grass pitch sites for improvement highlighted with the Local Authorities Playing Pitch Strategy and Local Football Facility Plan.
- To work in partnership with the GMA Regional Pitch Advisor and Support Pitch Advisors to coordinate the PitchPower visits and reports.
- To organise Groundsperson Workshops to educate and provide support.
- To further develop the Groundsperson network through utilising the Derbyshire FA Groundsperson Network Group on HIVE.
- To ensure the Grass Pitch Key Performance Indicator is regularly monitored and updates are provided to Derbyshire County FA Board and the FA.
- Activate grass pitch and smaller projects from Local Football Facility Plans to generate enough demand and deliver against Football Foundation spend targets.
- To support the Football Development Manager to monitor, deliver and update all 9 Local Football Facility Plans.
- To assist and support all the Facility Steering Groups across Derbyshire.

Small Grants Programme:


- Support clubs and schools to apply for Football Foundation Grass Pitch Maintenance Fund.
- Promote Football Foundation Small Grants Programme and support clubs with their application.
- Oversee a database of local funding sources that clubs, and leagues can apply for funding.
- Support the delivery of support days to each Football Foundation applicant around the Grass Pitch Improvement Programme and Small Grants Programme.

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- Oversee the support days to monitor and evaluate previously funded Football Foundation projects and provide guidance to ensure they are successful.
 - Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework and the FA's Grassroots Football Strategy.

Safeguarding:

- To work in accordance with The FA Safeguarding 365 criteria and abide by the safeguarding code of conduct.
- Risk Assess all events and activities where the CFA directly employ or deploy under -18 referees, coaches, and volunteers.
- Support messaging so that under-18 s in youth and open-age adult CFA-led football know how to report any concerns about their wellbeing.
- Liaise with the Safeguarding & Equality Manager 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.
- Contribute to ensuring that safeguarding and equality are embedded throughout the DCFA and grassroots football across Derbyshire
- Ensure contract agreements are in place with all contractors (facility hire, consultants etc.) and these outline the requisite safeguarding responsibilities and accountabilities for all parties.

County Support:

- To support CFA engagement via improved data gathering, research & insight and targeted communications.
 - Ensure compliance with CFA's health and safety policies.
 - Support key marketing initiatives through the delivery of bespoke events and networks.
 - To support and deliver RESPECT messages in support of raising standards across the game.
 - To carry out any other duties prescribed by the Chief Executive Officer when necessary.
 - To assist the Football Development Manager on the delivery of the National Game Strategy at a local level.
 - Executes additional tasks as required to meet CFA's changing priorities.
 - 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).
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Knowledge/Experience/Technical Skills

Essential:

- Graduate/ Graduate calibre.
- Passionate about working in disability football.
- Knowledge and understanding of the barriers to participation faced by disabled players.
- Knowledge and understanding of the infrastructure and networks that exist within education, recreation, competition, and talent that can support the development of disability football.
- Knowledge and experience of current strategies, national initiatives, and issues in relation to sports and football development.
- Knowledge of the FA National Game Strategy.
- Ability to work strategically with partner organisations to deliver programmes and courses.
- 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 and to demonstrate the use of individual initiative.
- A working understanding of application of inclusion, equality, and anti-discrimination, safeguarding and best practice.
- An understanding of the barriers to participation faced by males & females and knowledge of sports equity issues.
- Knowledge of the FA Coaching qualification framework.
- Excellent time management and prioritisation skills.
- Excellent problem-solving and decision- making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills.
- Goal Setting.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Project management skills – to plan, set and achieve objectives within strict deadlines.
- Influencing skills to champion change.
- Full UK Driving Licence.

Desirable:

- A qualification in sports development.
- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Previous experience of developing capital sports projects.
- Previous experience of successfully applying for funding for a project.
- Previous experience of advising or guiding on a project in a team environment.
- Capability to create multiple reports, budgets, and plans.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.

The Role Holder will be expected to understand and work in accordance with Derbyshire FA values and behaviours as described below.

DCFA Values	Behaviours
Accountable	Taking responsibility for everything we do
Adaptable	Responsive to changing the needs of our community
Collective	Working together, for the better of football
Innovative	Exciting ways to do new things

Role Profile agreed by the Board of Derbyshire County FA and signed by Chief Executive Officer:	Name	Signature
	Ricky Stevenson	R.Stevenson
Date Role Profile agreed by the Board:	20/12/2022	

3. How to apply

- To apply for the role, please complete the application form at this link: [Football Development Officer Application Form](#)

4. Selection Process

Applications must be submitted before the closing date of Sunday 29th January 2023
Afterwards, successful applicants will be selected for interview on Wednesday 8th February 2023

If you would like to apply for the Derbyshire County FA Football Development Officer vacancy, please ensure you complete the online application form as detailed in the application pack. If you have any queries or questions regarding the role, please contact Liam Rooney, Football Development Manager, at liam.rooney@derbyshirefa.com

Closing date for applications: Sunday 29th January 2023.