



DERBYSHIRE FA



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FOOTBALL DEVELOPMENT OFFICER

APPLICATION PACK

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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 overseeing, promoting and developing local grassroots football and supporting The FA in delivering the National Game Strategy.





ABOUT DERBYSHIRE FA

Derbyshire County FA is the governing body for football in Derbyshire. We are responsible for leading, serving and developing the game at grassroots level.

We are on a mission to support and connect with the footballing community in Derbyshire, providing a safe and inclusive environment for all.

We pride ourselves on the following values:

INNOVATION

Adopting new technologies and digital platforms for training and communication, encouraging creativity to our community.

INSPIRATION

Showcasing success stories, celebrating local talent and leading by example with teamwork, perseverance, and fair play.

INCLUSION

Implementing programs that ensure underrepresented groups can participate in all areas of football.





ROLE DESCRIPTION

Role Title	Football Development Officer
Reports to	Senior Football Development Officer
Location	Derbyshire FA, 8 & 9 Stadium Business Court, Millennium Way, Derby, DE24 8HP
Salary	£27,000 - £35,000 per annum
Term	Fixed Term contract to June 2028 (subject to further funding)

ROLE PURPOSE	
<ul style="list-style-type: none"> • To support delivery of The FA Grassroots Football Strategy and the Derbyshire County FA Business Strategy. • To develop and support Clubs and Leagues that are safe, fun and inclusive FOR ALL by providing modern, fit for purpose club structures and services, which will grow and retain participants, support the workforce and raise standards across the game. • 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. • To develop and support the volunteer workforce across the County. • Ensure that the CFA effectively implement and maintain the FA's Safeguarding 365 Standard within Football. 	

PRINCIPLE RESPONSIBILITIES / ACCOUNTABILITIES	
<p>CLUB DEVELOPMENT</p> <ul style="list-style-type: none"> • To develop and support a sustainable plan for growth and quality of club structures aligned to the FA Grassroots Football Strategy. • To develop relationships with clubs and partnerships between clubs to develop full male and female player pathways which includes disability and recreational provision within clubs, representing their community and capacity of their facility/playing surface. • To understand and promote FA technology systems to help simplify administration of the game and support our club workforce. • 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). • To support the England Football club accreditation renewal process and ensure safeguarding requirements are met. • To have a greater understanding and able to strategically develop clubs through On Pitch and Off Pitch opportunities. 	

- To support the club volunteer workforce by identifying and analysing their needs and areas of training and development.
- To lead, plan and prioritise activities and issues arising, and implement actions according to CFA business strategy.
- To communicate and provide information by relevant methods internally and externally to assist and enable effective service to staff and key stakeholders.
- To support the organisation and delivery of all Derbyshire FA County Cup Finals.
- To lead, develop and deliver RESPECT to help raise the standards across the game.

COACH DEVELOPMENT

- To promote the new FA Coaching Strategy.
- To recruit, retain and develop coaches through The FA qualification framework and local CPD opportunities, with a focus on BAME and female coaches.
- To engage and support The FA coaching steering group to identify and address gaps in coaching provision, and to monitor current and future coaching workforce needs and trends.
- To implement and lead the Derbyshire County FA Coaches Community.
- To provide appropriate reports and statistics to assist with the monitoring and reviewing of coaching targets and objectives.
- Use data and insight analysis to design and develop local solutions to meet coaches' needs across all football pathways (women and girls, male and disability).

FUTSAL

- To lead the Derbyshire County FA Futsal Steering Group.
- To support coaches and referees involved in futsal through FA courses and provide ongoing CPD.
- Use national and local data, research and customer insight to drive participation in futsal.
- To establish constructive working relationships with the key futsal stakeholders and develop regular contact to promote collaboration and sharing of good practice.
- To drive participation growth via The FA Schools and Youth Futsal Cup by engaging a wide range of stakeholders and targeting a variety of participant groups based on local demand.

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.

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 carry out any other duties prescribed by the Chief Executive Officer when necessary.
- To assist the Senior Football Development Officer on the delivery of the National Game Strategy at a local level.
- Executes additional tasks as required to meet CFA's changing priorities.

KNOWLEDGE & EXPERIENCE REQUIRED

ESSENTIAL

- Graduate/ Graduate calibre.
- Knowledge and experience of current strategies, national initiatives and issues in relation to sports and football development.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.
- Knowledge of The FA's National Game Strategy.
- Ability to work strategically with partner organisations to deliver programmes and courses.
- Ability to work as part of a team and to demonstrate the use of individual initiative.
- Goal setting.
- Monitoring and evaluation.
- A working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice.

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.

- Understanding of girls' football structures and development pathways at local, regional and national level.
- An understanding of the barriers to participation faced by males & females and knowledge of sports equity issues.
- Project management skills – to plan, set and achieve objectives within strict deadlines.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.
- Practical experience of sports / football development.
- Knowledge of The FA coaching qualification framework.
- Exceptional customer service.
- Budget management skills.
- Report-writing skills.
- Experience of writing reports and excellent IT skills - including the use of Microsoft Office applications.
- Excellent communication and presentation skills.
- Excellent time management and prioritisation skills.
- Excellent problem-solving and decision-making skills.
- Full UK Driving Licence.





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

DERBYSHIRE FA VALUES	BEHAVIOURS
Innovation	Exciting ways to do new things.
Inspiration	Leading and motivating all our volunteers within the game.
Inclusion	Football for all.

Role Profile agreed by the Board of Derbyshire County FA and signed by Chief Executive Officer:	Name:	Signature
	Ricky Stevenson	Ricky Stevenson
Date Role Profile agreed by the Board:	1st July 2024	

HOW TO APPLY

- To apply for the role, please complete the application form linked below: by Monday 12th August 2024, 12 noon. Please note that no applications will be accepted after this date.
- Complete the Equality & Monitoring Form linked below: Please note that completing this form is entirely voluntary.

APPLICATION FORM

EQUALITY & MONITORING FORM

SELECTION PROCESS

- Shortlisted applicants will be contacted by Friday 16th August 2024 to arrange a mutually convenient interview time.
- Interviews will be held week commencing 19th August 2024.
- If required, second interviews may be held to determine the most suitable candidates for the role.
- 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 Alex Walker, Senior Football Development Officer, alexander.walker@derbyshirefa.com

Closing date for applications: Monday 12th August 2024 12noon.





**DERBYSHIRE COUNTY
FOOTBALL ASSOCIATION**