

## Job Description and Person Specification

<b>Job title</b>	Football Development Officer (Club & League Development)
<b>Reports to</b>	Head of Football Development & Investment

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To support delivery of The FA Grassroots Football Strategy, the Hertfordshire FA Operational Plan and Key Performance Indicators.</li> <li>To support England Football Accredited Clubs &amp; Leagues to become more sustainable.</li> <li>Support Clubs through engagement with the Thriving Community Club framework, alignment of support services and multi-stakeholder collaboration.</li> <li>To work strategically to support, service and develop England Football Accredited Clubs &amp; Leagues, to grow and sustain opportunities whilst providing a quality experience for all players across all pathways.</li> <li>To display, evidence and fulfill the values of Hertfordshire FA.</li> <li>To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> </ul>	
<b>Direct reports</b>	None

<b>Location</b>	Flexible working options available, with a minimum of two to three days based at Hertfordshire FA, Baldock Road, Letchworth, SG6 2EN. Travel across Hertfordshire as required for the role.
<b>Working hours</b>	35 hours per week. Some evening and weekend work will be required to support the requirements of the role.
<b>Contract type</b>	Fixed Term until June 2028.
<b>Salary</b>	£25,000.

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>Support and drive the development of grassroots football within Hertfordshire.</li> <li>Work in collaboration with colleagues and key partners to support the growth and development of football in Hertfordshire.</li> <li>Be an effective team member who is ready to collaborate and have a positive impact on your colleagues, whilst being a positive advocate of the values of Hertfordshire FA.</li> <li>Develop and manage positive relationships with 2-star and 3-star England Football Accredited clubs by engaging key club leaders.</li> <li>Engage 2-star and 3-star England Football Accredited clubs with the Thriving Community Clubs Framework and support them with completing relevant assessments for each pillar on the Club Programme Platform.</li> <li>Build and maintain relationships with key stakeholders, including FA Club Consultants, the Football Foundation, casual workforce roles (e.g. Community Champions), and other strategic partners to support the development of Thriving Community Clubs.</li> <li>Utilise insight and reporting to conduct pathway gap analyses and support 2-star and 3-star clubs in developing pathways and/or effective club partnerships to meet 3-star England Football Accredited Club criteria.</li> <li>Collaborate with FA Club Consultants to identify needs based on framework insights and design appropriate interventions.</li> <li>Adopt a strategic approach to deploying national professional services, technical experts and any local resource to support the growth and sustainability of Thriving Community Clubs.</li> <li>Collaborate with the Facilities lead to identify facility development opportunities within Thriving Community Clubs to County FA Facility Leads.</li> <li>Develop positive relationships with the Men's National League System (NLS) and Women's Football Pyramid (WFP) clubs within the County FA.</li> </ul>	

- Understand the volunteer workforce requirements within Thriving Community Clubs & Leagues, to support clubs & leagues with the growth, diversity, retention and celebration of their workforce.
- Collaborate with the Designated Safeguarding Manager in all matters involving safeguarding and poor practice within youth and open age football.
- Risk-assess all Hertfordshire FA events and activity for under-18s or adults at risk, and where Hertfordshire FA directly employs or deploy under-18 referees, coaches, or volunteers to ensure that appropriate safeguard measures are in place.
- Contribute to ensuring that safeguarding and equality are embedded throughout Hertfordshire FA and grassroots football.
- Develop, support, and grow the provision of leagues within Hertfordshire, with a focus on creating innovative solutions.
- Ensure that football in Hertfordshire is inclusive, diverse, and reflective of local communities.
- Lead and deliver the Hertfordshire FA Adult Football Committee on key priorities and developments, including league development.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, FA Events, Matchday app, Club Portal and Full-Time).
- Undertake any other duties reasonable requested by your line manager or the Association.

### Required Skills, Knowledge & Experience

#### Essential

- Educated to A Level or equivalent qualifications.
- Ability to work strategically with colleagues and partner organisations to support the Hertfordshire FA Operations Plan.
- Experience of contributing to a positive workplace culture.
- Experience of Safeguarding Policies and Procedures.
- 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.
- Excellent time management and prioritisation skills.
- Ability to be creative, problem-solve and make efficient decisions.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Capacity to analyse and understand data to identify priorities for work programmes.
- Influencing skills to champion change.
- Practical experience of sports/football development and involvement in a club or league.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of The FA coaching qualification framework.

#### Desirable

- Two years' sports development experience.
- A degree level qualification.
- In-date FA Safeguarding Children and FA Safeguarding Adults qualifications.
- Experience of developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Skilled in creating, delivering, and maintaining pathways which support the growth, transition, and retention of players.
- Capability to create multiple reports, budgets, and plans.
- Knowledge/experience of grassroots football.
- Understanding of working with and supporting volunteers.
- Knowledge of Safeguarding 365 and requirements of the County FA.
- Experience of using Power BI or data analysis tools.
- Knowledge of The FA's National Game Strategy.
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.
- Experience of project management.
- Experience of utilizing mapping programmes to support strategic and logistical planning.

<ul style="list-style-type: none"> <li>Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li> </ul>	
<b>Enhanced DBS Check required?</b>	Yes
<b>Clean, full driving licence?</b>	Yes
<b>The job holder will be expected to understand and work in accordance with the values and behaviours described below</b>	
<b>FA value</b>	<b>Behaviours</b>
Trust	<ul style="list-style-type: none"> <li>I trust my colleagues to deliver quality work.</li> <li>I trust my colleagues to display behaviours in line with these values.</li> </ul>
Respect	<ul style="list-style-type: none"> <li>I respect the opinions of those around me.</li> <li>I respect myself, the those I work with in a professional manner.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>I will listen and empathise to build trusted relationships.</li> <li>I contribute to a positive workplace culture.</li> </ul>
Efficiency	<ul style="list-style-type: none"> <li>I will encourage new and simple ways of working.</li> <li>I will work efficiently and maintain high standards.</li> </ul>
Honesty	<ul style="list-style-type: none"> <li>I work transparently and confidentially.</li> <li>I am honest in the way I act and behave.</li> </ul>

<b>Job description reviewed and modified by:</b>	Steve Maker
<b>Date job description reviewed and modified:</b>	5 <sup>th</sup> September 2024
<b>Job description authorised by:</b>	Karl Lingham (CEO)

<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	