JOB DESCRIPTION & PERSON SPECIFICATION

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| Job title | Club Development Lead |
| Reports to | Head of Football Development |

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| Location | Office-based (Kent FA HQ, ME20 6DQ) with regular travel across the county. |
| Working hours | 35 hours per week. The Kent FA currently has a hybrid working policy of two office days (Tuesday is the designated office day, plus one other) and three remote days. This arrangement may change due to business needs. The position also involves occasional evening and weekend work. |
| Contract type | Permanent |
| Direct reports | Football Development Officer; Football Development Assistant |

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| Job purpose |
| To support England Football Accredited Clubs in becoming more sustainable through engagement with the Thriving Community Club framework, alignment of support services, and multi-stakeholder collaboration.  To support, service and develop England Football Accredited clubs to grow and sustain opportunities whilst providing a quality experience for all players across all pathways. |

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| Job Responsibilities |
| **Lead Responsibilities:**   * Develop and manage positive relationships with 2-star and 3-star England Football Accredited clubs by engaging key club leaders. * 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. * 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. * 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. * To develop a pipeline of Kent clubs with the ability and desire to join the TCC programme. * Collaborate with FA Club Consultants to identify needs based on framework insights and design appropriate interventions. * 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. * Identify facility development opportunities within Thriving Community Clubs to Kent FA Facility Leads. * Develop positive relationships with the Men’s National League System (NLS) and Women’s Football Pyramid (WFP) clubs within the Kent FA. * Understand the volunteer workforce requirements within Thriving Community Clubs and support clubs with their workforce's growth, diversity, retention and celebration. * Line-manage the Football Development Officer (Youth and mini Soccer) and the Football Development Administrator in accordance with personal and performance reviews, setting targets, monitoring performance, and identifying training requirements. * Contribute to ensuring safeguarding and equality are embedded throughout the Kent FA and grassroots football. * Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within club development programmes. * To contribute to effectively implementing The FA’s Safeguarding 365 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. * To support the delivery of The FA Grassroots Football Strategy and the Kent FA Business Strategy. * Execute tasks as required to meet the Kent FA's changing priorities |

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| Person specification | |
| Qualifications | |
| Essential   * Educated to A level or equivalent. * Educated to Degree Level | Desirable   * Two years’ sports development experience. * Relevant degree |
| Skills | |
| Essential   * 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 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. * Excellent problem-solving and decision-making skills. * Outstanding communication and presentation skills. * Exceptional customer service. * Budget management skills. * Report-writing skills. * Ability to use data to monitor and evaluate programmes. * Influencing skills to champion change. | Desirable   * Practised at developing networks and relationships with various stakeholders to support the delivery of strategic priorities. * Skilled in creating, delivering and maintaining pathways which support players' growth, transition and retention. * Capable of creating multiple reports, budgets, and plans. |
| Knowledge and experience | |
| Essential   * Practical experience in 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. * Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. | Desirable   * Knowledge of The FA’s Grassroots Football Strategy. * Experience in project management. * Experience in utilising mapping programmes to support strategic and logistical planning. * Knowledge and understanding of working with volunteers. |
| Enhanced DBS Check required? | YES |
| Check required on Companies House disqualified directors’ register? | YES |
| Clean, full driving licence? | YES |

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| The job holder will be expected to understand and work in accordance with the strategic priorities described below. | |
| Strategic priority | Objectives |
| IMPROVE PLAYING CHOICE AND OPPORTUNITIES | * Evolve the youth game. * Improve team-based football for adult male players. * Create more opportunities to play safe, inclusive, casual football. * Support the disability game to grow and thrive. |
| DELOVEP EQUAL OPPORTUNITIES FOR WOMEN AND GIRLS TO PLAY | * Sustain and grow more playing opportunities in schools. * Create more team-based playing opportunities. * Extend and enhance casual opportunities to play. * Deliver safe and inclusive environments for women and girls to thrive. |
| BUILD MORE AND IMPROVE EXISTING FACILITIES | * Transform grass pitch quality. * Build more 3G pitches. * Create inclusive and accessible facilities. * Improve environmental sustainability. |
| TACKLE POOR BEHAVIOUR | * Apply tougher sanctions. * Promote positive behaviour. * Drive collective responsibility across the game to raise standards. |
| DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES | * Grow the number of people running the game. * Improve the diversity of those running the game. * Support those running the game to learn and develop. * Celebrate and reward those running the game. |
| SUPPORT THRIVING COMMUNITY CLUBS | * Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation. * Help clubs to become more sustainable. * Support the current and future generations of club leaders. * Equip clubs to add value to their local communities. |
| CONNECT AND SERVE PARTICIPANTS | * Make finding information and opportunities to play, volunteer and learn easier. * Improve our customer service and communications. * Develop our digital tools to make running the game easier. * Explore digital opportunities to enhance the football experience. |
| PROGRESS THE GAME’S GOVERNANCE | * Promote the highest levels of governance across the grassroots network. * Evolve local Football Associations focused on developing football For All. * Support the grassroots game to be financially robust. * Support the game to be safe and well-run. |

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| Kent FA Value | Behaviours |
| INNOVATIVE | **Embraces new and creative thinking in pursuit of continuous improvement:**   * Identifies new and different ways to overcome problems, thinking creatively to develop solutions. * Continuously seeks to improve efficiency and performance. * Seeks out and embraces new ways of thinking and working. |
| SUPPORTIVE | **Fosters a supportive culture:**   * Maintains people’s self-esteem when interacting with them. * Avoids pre-judgement when listening to suggestions from others. * Always seizes the opportunity to apply FA standards. |
| INCLUSIVE | **Champions and ensures that football is, and will remain, a game for everyone:**   * Openly collaborates with colleagues and partners in the game * Provides equal opportunity to people of different backgrounds, experiences and perspectives |
| REFLECTIVE | **Ensures that the whole game is represented across the business:**   * Remains focused on ensuring that all stakeholders represent all of Kent Football, proactively tackling roadblocks. |
| EXCELLENT | **The very best outcome achieved by sustained excellence in performance:**   * Always seeks to achieve the highest levels of performance. * Persistent to achieve a standard that others consider impossible. * Challenges others to go further and achieve more. |

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| Signed by job holder (on appointment): |  |
| Date signed: |  |
| Job description reviewed and modified by: | Darryl Haden, CEO |
| Date job description reviewed and modified: | 18th October 2024 |
| Job description authorisedby: | Denise Richmond, Chair |

One copy will be retained by the job holder, and one signed copy will be stored confidentially by the employer.