**Job Description and Person Specification**

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| **Job title** | Football Development Officer (Youth and Mini Soccer)  |
| **Reports to** | Club Development Lead |

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| **Job purpose(s)** |
| * To support delivery of The FA National Game Strategy and the Kent FA Play, Protect, Promote Strategy.
* To develop and deliver a sustainable plan for growth and quality across the youth football pathway.
* To contribute to the effective implementation of The FA’s Safeguarding Operating 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.
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| **Direct reports** | N/A |

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| **Location** | Office based (Kent FA HQ, ME20 6DQ)The position also involves regular travel across the county.  |
| **Working hours** | 35 hours per week, Monday to Friday. Occasional evening and weekend work will be required as part of the role.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.  |
| **Contract type**  | Permanent |

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| **Responsibilities** |
| * Provide the highest level of customer excellence to support volunteers across all FA Technology systems (Platform For Football, Club Spark, Matchday app and Full-Time).
* Identify sources of funding that will be of benefit to grassroots football and provide appropriate advice and support to applicants.
* Provide football development support and advice to clubs and leagues.
* Complete an annual analysis of youth football to map participation and identify gaps in provision.
* Facilitate the movement of male players from mini-soccer to youth football and youth football to adult football.
* Guide clubs and leagues through upcoming playing format and rule changes as part of the FA’s Future of Youth Football project.
* Develop programmes to support and grow male football provision, with a focus on retaining 12 to 18-year-old male players.
* Support the Club Development Lead with the England Football Accreditation programme, working to support clubs (and leagues) to become and then stay accredited.
* Provide or facilitate the development of other formats of football (e.g. futsal) that reflect changing participant behaviour and expectations.
* Facilitate the delivery of the Youth Male Participation Pathway working group.
* Collaborate with the Designated Safeguarding Officer in all matters involving under-18s within football development programmes.
* Risk-assess all Kent FA events and activity for under-18s and where the Kent FA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
* Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.
* Act as the staff lead for the Kent FA Youth Council, facilitating Youth Council ambassador meetings, as well as support their integration into the wider organisation.
* Listen to and consult with under-18s on their experiences of grassroots football as part of the Kent FA youth engagement strategy.
* Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
* Ensure that youth football is inclusive, diverse and reflective of local communities.
* Contribute to ensuring that safeguarding and equality are embedded throughout the Kent FA and grassroots football.
* 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.
 | **Desirable** * Educated to Degree level or equivalent.
* Two years’ sports development experience
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| **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 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.
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| **Knowledge and experience** |
| **Essential*** Practical experience of sports/football development.
* 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 National Game Strategy.
* Experience of project management.
* Experience of utilising mapping programmes to support strategic and logistical planning.
* Knowledge and understanding of working with volunteers.
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| **Enhanced DBS Check required?** | YES  |
| **Clean, full driving licence?** | YES |

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| **The job holder will be expected to understand and work in accordance with the values and behaviours described below** |
| **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.
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| 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.
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| 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, experience and perspective
* Seeks out and embraces new ways of thinking and working.
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| REFLECTIVE | **Ensures that the whole game is represented across the business:** * Remains focused on ensuring that all of Kent Football is represented by all stakeholders, proactively tackling roadblocks.
* Provide a customer-focused approach that ensure connectivity to the Kent Football community.
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| EXCELLENT | **The very best outcome achieved by sustained excellence in performance:*** Seeks to achieve the highest levels of performance at all times.
* Persistent to achieve a standard that others consider impossible.
* Challenges others to go further and achieve more.
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| **Job description reviewed and modified by:** |  Jeff Davis |
| **Date job description reviewed and modified:** |  28th November 2024 |
| **Job description authorisedby:** |  Darryl Haden |

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| **Signed by job holder (on appointment):**  |  |
| **Date signed:** |  |

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