

LEICESTERSHIRE & RUTLAND COUNTY FOOTBALL ASSOCIATION



JOB PROFILE

Job Title : Assistant Football Development Officer	Reports to: Football Development Officer
Location: Leicestershire & Rutland County FA Headquarters	

Job Purpose: To develop the recreational football offer across Leicestershire and Rutland

Jobs Reporting into the Job Holder: 1. NA	Salary and Hours of Duty: £22000 per annum pro rata 22.5 hours per week Fixed term Maternity Cover initially until 30 th September 2018
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Key Skills and Experience Required: Essential <ul style="list-style-type: none">▪ Experience in sports development.▪ Proven competency in the use of Microsoft Office including Word, Excel, Internet, Outlook and PowerPoint.▪ Ability to adapt to new computer systems and technologies.▪ Excellent organisational and time management skills with the ability to work under pressure and meet deadlines.▪ Be able to interpret and understand the needs of young children.▪ Clear and accurate written and verbal communication skills, with a customer -centric mentality.▪ Innovative problem solving and decision making skills.▪ Ability to communicate with, support and advise volunteers.▪ Demonstration of equality and diversity and its application.▪ Full UK Driving Licence and access to a vehicle.	Key Skills and Experience Required: Desirable <ul style="list-style-type: none">▪ Knowledge of The FA's National Game Strategy.▪ Experience in sport / football administration.▪ Secretarial / administration qualification.▪ Knowledge of Leicestershire & Rutland County FA member clubs and leagues.
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Key Responsibilities:

- Develop the SSE Wildcat's Programme for 5-11 year old girls and ensure the centres are reflective of the needs of young children and meet compliance requirements.
- Co-ordinate a County wide programme of Walking Football Centres.
- Support and increase the number of Turn-up and Play sessions.
- Develop new recreational football activity within Leicester City.
- Administer the Leicestershire FA Futsal Fives League and Futsal Just Play Centre.
- Develop partnerships with countywide small sided football providers. Work with Goals Leicester to deliver the 2018 FA Peoples Cup.
- Develop the Leicestershire Girl Guide football project in partnership with FA Charter Standard Clubs.
- Support football in education through partnerships with schools, colleges and universities.
- Support the County FA Football Operations Team.

Behaviours needed: Essential

- Collaborative Teamwork.
- Influential Communication.
- Customer Excellence and Quality.
- Creating Solutions.
- Inspiring others to succeed.
- Fairness, equality and inclusion.

Further Information

As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check, to ensure their suitability for the role.