



FOR ALL



Job Description and Person Specification

Job title	Disability & Inclusion Officer
Reports to	Football Development Manager

Job purpose(s)
To engage, support and influence the involvement, growth and retention of underrepresented groups including Women's & Girls', Disability, LGBTQ and Ethnically and Culturally Diverse Communities

Location	Sheffield & Hallamshire County FA, 204 Meadowhall Road, Sheffield, S9 1BN
Working hours	35 hours per week which will include evening and weekend working if required
Contract type	Fixed term until June 2024
Salary	£27,087 per annum

Responsibilities
<ul style="list-style-type: none"> To work with the team to create a sport that is inclusive 'For All' across Sheffield and Hallamshire County FA (SHCFA) To represent SHCFA with internal and external stakeholders, campaigners and networking groups, positively engaging, and informing on Equality, Diversity, and Inclusion (EDI) targets and activities To lead the SHCFA Inclusion Group to deliver EDI targets To attain the Foundation and Preliminary level of the Equality Standard Develop activities and campaigns which will support the achievement of our EDI targets Work with SHCFA Marketing & Communications Officer to promote and raise awareness of positive news Recognise the additional vulnerability of some groups of children and young people e.g. those with disabilities; from ethnically diverse communities and those who identify as LGBTQ Work with the Football Development Team to recruit, retain and develop diverse coaches, referees, players, administrators, and volunteers through course and local CPD opportunities Work with the Football Development Team to sustain & increase participation through various initiatives & projects to ensure that we are offering opportunities for all Lead on the creation and delivery of disability football and talent development programme to ensure a range of opportunities across the pathway Develop and service a modern and sustainable competition structure across pan disability football, targeting under-8, under-12, under-16 and adult Retain and grow the number of affiliated disability football teams with an emphasis on creating player pathway opportunities within FA-accredited clubs (FA Charter Standard) structures for under-8, under-12, under-16 and adult age groups and deliver a network of recreational disability football centres Work with internal and external partners to raise the profile of disability football within SHCFA and communicate the range of disability football opportunities across the pathway Embed research, insight and effective measurement into planning, decision-making and delivery across disability football to ensure accurate data collection across programmes that address the priority areas for disability football and meet the needs of those involved Support organisations and volunteers with applications to the FA Disclosure and Barring Service



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- 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
- Execute tasks as required to meet the SHCFA changing priorities.

Person specification

Qualifications

Essential

- A degree level qualification or equivalent experience

Desirable

- Two years' sport or community development experience

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.
- Ability to use data to monitor and evaluate programmes.
- Good 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
- 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

Knowledge and experience

Essential

- Demonstrate a working knowledge of inclusion, equality, disability, anti-discrimination and safeguarding
- Practical experience of sports/football development

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
- Sports development and/or experience in one of the following fields: equality, diversity, disability, inclusion, women & girls



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	<ul style="list-style-type: none"> • Knowledge of The FA coaching qualification framework • Knowledge of the structure and partner organisations within football, nationally and within the County FA locality
Enhanced DBS Check required?	No
Clean, full driving licence?	Yes

Sheffield & Hallamshire County FA Values and Behaviours	
Our Vision: Changing Lives Through Football	
Our Mission: To build our football infrastructure by developing people, places and pathways in order to increase participation to 50,000 by 2024.	
Our Values:	
<ul style="list-style-type: none"> • Integrity • Inclusivity • Empathy • Passion • Transparency 	

Job description reviewed and modified by:	Sarah Wood, Football Development Manager, SHCFA
Date job description reviewed and modified:	25/05/2021

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