

**Job Description – Football Development Officer**

**Job Title: Football Development Officer**

**Salary: £11.30 p/h (20 hours per week)**

**Period: Permanent**

**Location: Elsea Park, Bourne, Lincolnshire**

**Hours of Duty: 20 hours per week - hours of work are flexible**

**Line Manager: Community Trust Manager**

**Job Role:**

To oversee and deliver the Football Development Programme associated with the establishment of the Artificial Grass Pitch (AGP) at Elsea Park, Bourne, and to act as a point of contact for site users.

**Specific Duties:**

**Strategic Planning**

1. Develop and implement the Football Development Plan to serve the local community and wider catchment area.
2. Ensure that the facilities are used in a way that provides opportunities for community access.
3. Work with the Trust Manager and Finance & Administration Officer in relation to managing the income and expenditure plan for the facility.
4. Produce annual programmes of work, key objectives, and key performance indicators for approval by the Trust Manager and Board of Directors.
5. Assist the Trust Manager in reporting progress to the Football Foundation against targets agreed within the Football Development Plan.
6. Liaise / work with Lincs FA ensure the delivery of national and local targets on site including the delivery of training and education courses, social inclusion programmes, disability programmes, and girls’ football.

**Programme Management**

1. Ensure that Elsea Park Community Trust Health and Safety, Child Safeguarding and Equality policies are implemented and enforced.
2. Lead the Football Development Group and engage with the Steering Group and Partner Clubs to deliver the Football Development Plan.
3. Engage and consult with local organisations and partners in order to improve the delivery of opportunities at a local level and increase participation amongst target groups including negotiating priority bookings with key stakeholders and marketing all other time slots to clubs and organisations within the community.
4. Monitoring and managing bookings for the facility, in consultation with other Trust members, receiving customer feedback and reporting any issues to the Trust Manager or Trust Directors as required.
5. Produce and manage a balanced Programme of Use to include partner club bookings, coached sessions, coach education, and training and holiday schemes. These will be organised to offer inclusive activity aimed at the full range of abilities and target groups within the community.
6. Facilitate the running of sessions at the site including direct coaching where identified.
7. Carry out daily and weekly maintenance work of the pitch, pavilion and car park as per the maintenance schedule in conjunction with the Trust’s Grounds team.

**Marketing and Promotion**

1. To market and promote the football facilities as part of site-wide marketing delivered through the Community Trust administration team, aiming to maximise use of the AGP during periods of non-core football times (summer, weekends etc).
2. Create a Programme of Use for the football facilities which helps ensure their maximum utilisation so that the income targets are achieved.

**Monitoring and Evaluation**

1. Develop measures for the continuous evaluation of the Football Development Plan in line with the requirements of the Football Foundation.
2. Monitor and evaluate the FA Football Development Programmes to ensure that there is effective delivery and equity throughout the programme.

**General**

1. Liaise with Trust staff to ensure that all legal requirements (including insurance, planning conditions (including noise management), public safety etc.) are being met.
2. Engage in formal training and attend seminars as agreed with the Trust Manager.
3. Oversight of the security and cleaning of the facilities.
4. Ensuring users abide by the Terms and Conditions of Hire.
5. Undertake any other duties which are deemed appropriate to the post.

**About You**

* Flexible with working patterns when required.
* Impeccable punctuality.
* Excellent communication skills to enable effective dialogue with facility users, colleagues, volunteers and visitors.
* Strong interpersonal and relationship management skills.
* Excellent organisational skills with the ability to work under limited supervision.
* Ability to proactively work with internal and external partners.
* Reasonable physical fitness.
* First aid at work trained (desirable).

**Essential Values, Behaviours and Attitudes**

All employees are expected to actively promote and demonstrate our core values of:

* + Integrity
	+ Respect
	+ Accountability

The details contained in this job description, particularly the principal responsibilities, reflect the job content at the date the job description was prepared. Full training will be provided.

This is a brand-new facility and a newly established post. It is likely that over time the nature and scope of the role will change, but this will not affect the general nature of the job.

Elsea Park Community Trust expects to revise this job description from time to time (especially during the initial years of operation of the new facility) and will consult with the post holder at the appropriate time regarding any revisions.

Employees are required to ensure that all duties and responsibilities are discharged in accordance with The Trust’s Employee Handbook. They should take reasonable care for their own Health and Safety and that of others who may be affected by their actions or omissions. Staff should correctly use work items provided by The Trust, including personal protective equipment in accordance with training and instruction.

Elsea Park Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Version: 1.0**

**Date Prepared/Revised: 15th November 2021**

**Prepared by: Elsea Park Community Trust Chairman**

**Agreed by Post holder:**