

Football Development Officer, Person Specification

Attributes	Essential	Desirable	Method of Assessment
Qualifications (or equivalent skills)	Relevant degree or equivalent level of education. FA Level 2 Coaching Qualification Willingness to undertake further job related training. IT skills sufficient to specify systems; manipulate complex data and produce reports	Generic Tutor Training Award FA Level 3 Coaching Qualification	Application Form (certificate check at interview) Documents Documents Interview Application Form, Interview and Test
Work experience and vocational training	Extensive experience of delivering services in a customer focused manner. Significant experience of Sports / Football Development. Knowledge of the structure and organisations within football including the National Game Strategy. Experience of managing projects and events.	Knowledge of relevant funding agencies. Knowledge of relevant partnership agencies. Evidence of on-going professional development. Experience of working with budgets	Application Form and Interview. Application Form and Interview.
Other relevant experience / interest	A commitment to customer service, and responsiveness to the needs of the stakeholders.	Experience of performance management systems. Evidence of driving and achieving improvement.	Application Form and Interview. Application Form and Interview.

		Experience of report writing	
Job-related personal skills	<p>Strong communication and presentation skills.</p> <p>Ability to work flexibly across a range of work areas and to tight deadlines.</p> <p>Proven ability to understand complex documentation and processes applicable to the activities.</p> <p>Willing to work co-operatively with other organisations to deliver the County FA Football Plan.</p> <p>A commitment to partnership working that recognises and respects the needs of the client to provide consistently the agreed service to their customers.</p> <p>Commitment to equality of opportunity in employment and service delivery.</p> <p>Ability to work independently and on own initiative.</p> <p>Strong team working skills.</p> <p>Evidence of influencing/negotiating skills.</p>	<p>Ability to use e-mails, and Microsoft Office including Word and Excel.</p> <p>Evidence of innovation and problem solving.</p>	<p>Application Form and Interview.</p> <p>Application Form and Interview.</p> <p>Application Form and Interview.</p> <p>Application Form and Interview.</p> <p>Application Form and Interview.</p> <p>Application Form and Interview.</p> <p>Application Form and Interview.</p>
Special working conditions	<p>The post holder must have access to suitable means of transport as required for official duties and must maintain a full current driving licence.</p> <p>Flexibility to work at weekends and evenings.</p>		