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| Job Description |
| **Job Title**: **3G Development Officer**  **Scale**: H6 (£22,462 - £24,799)  **Hours**: Full Time (37 hours per week) 52 weeks per year. Variable work pattern to include evening and weekend  **Contract**: Full time / Permanent |
| **Core Purpose**   * To support the school’s values and aims * To develop, implement and evaluate the Football Development Programme associated with the 3rd Generation Artificial Grass Pitch * To maximise use of the pitch out of school hours by engaging with Partner clubs, local football clubs, School Sport Partnerships, Charities, Youth and Adult Agencies and Commercial organisations, in order to increase football participation and maximise revenue income. |
| **Specific Responsibilities**  To develop and implement the 3G Football Development Plan within the school, catchment area and wider community.  Provide the day to day operational management of the 3G facility. Being the main contact for the facility.  To oversee the operation of the pitch on a daily basis, to carry out daily and weekly inspections. Oversee the maintenance of the 3G pitch in accordance with guidelines from the Football Foundation and in line with the manufacturer’s warranty, to ensure the 3G achieves the appropriate quality standard rating.  Oversee the upkeep of related equipment and resources  To work with the School Business Manager to produce annual income and expenditure plans. To monitor the performance against those plans, providing appropriate information for termly reports on the budget  Establish annual fees, reviewed annually in line with the published retail price index (RPI), for the use of the facility, providing appropriate concessionary rates for priority users.  To assist the Business Manager and the clubs in reporting progress of the plan and the key performance indicators to the Football Foundation.  To produce written reports for the 3G Steering committee on the use of the 3G pitch and other football & sporting facilities for key partners in the programme  To support partner clubs and community groups with regard to maximising their income through bids to sporting groups and charitable organisations  To work with partner clubs and local groups to produce a programme of use, pitch management plan, work programme and to agree performance indicators.  To raise the profile of the football facilities at the 3G amongst local football organisations and non-traditional football groups  To develop, with the Hertfordshire FA, and other partners, a balanced programme of training and education, social inclusion and disability access, coaching and summer holiday schemes to supplement the general football activities.  To play an active role in Football Development, engaging with partner clubs in the delivery of the agreed programme of use.  To liaise and work with County FA staff to ensure the implementation of multiple-plan requirements i.e. training and education courses, social inclusion programmes, disability programmes and girls football.  To be a member of the Steering Group and engage partner clubs to deliver the football development plan.  To develop a programme of education courses to support the workforce development plan identified within the football development plan    To develop effective working relationships with key agencies:   * Dacorum Borough Council * Hertfordshire County Football Association * Key Partner clubs * Professional Clubs * Football Foundation * The FA * Replay Maintenance * Lano Sport & Labosports * Watford FC Community Sport & Education Trust   To engage and consult with local groups and communities in order to increase participation rates  To support the development of small sided and alternative formats of football in partnership with relevant agencies  Though your actions, to promote equality, social inclusion and the FA s Respect programme |
| **Outcomes**   * Clear evidence of maximising usage of the new 3G facility * Implementation of the 3G development plan evidenced through annual report to Hertfordshire FA & Football Foundation * Maintaining links with partner clubs and the wider community * Evidence of effective engagement with Hertfordshire FA and Watford FC community programmes * Maintenance of the facility |
| **Knowledge Experience, Training and qualifications**   * Experience of working with students in an educational setting * Flexibility and sensitivity to the needs of students and a wide range of users of the school * Experience either work related or through training in terms of learning support and welfare support * Understanding of observation techniques and understanding of appropriate types of reporting * Awareness of symptoms associated with health related problems * Demonstrate a knowledge of FA football development initiatives and long term player development Have experience of coaching within a school and community setting * Hold a minimum of FA Level 2 Certificate in Coaching Football and is a members of the FA licensed coaches club * Demonstrate a knowledge of FA football development initiatives and long term player development. Have experience of coaching within a school and/or community setting * Hold a full driving licence and have access to a vehicle |

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| **Line Manager**: School Business Manager |
| **Line Management Responsibility** : None |
| **Person Specification**   * Good oral and written communication skills * Well organised with clear evidence of good time management * Ability to work effectively with a wide range of staff, students and external people (i.e. partner clubs, Hertfordshire FA, Watford FC Community programme and other relevant agencies) * Student first approach to enhancing and delivering football development * Commitment to own professional development * Self-motivated, able to work under own initiative * Well presented with cheerful disposition |
| **Professional Experience, Skills and Commitment** |
| **Essential:**   * Experience of Sports / Football Development * Ability to work strategically with partner organisations to deliver Football Development objectives * Developing goal setting/strategic delivery plans * Monitoring and evaluation * Demonstration of equality in action * Competent IT skills * Project management skills * Budget management skills * Report writing * Communication skills, both written and oral * Good interpersonal skills * Hold a full driving licence and have access to a vehicle * Knowledge of Health & Safety   **Desirable:**   * Knowledge of the structure and organisations within football both Nationally and within CFA locality * Knowledge of partner organisations within the CFA locality * Relevant Sport or Sports Development Qualification |
| **Additional Information**   * Will be required to attend First Aid training, Moving and Handling training along with any other appropriate training required in order to fulfil the requirements of the role * This post will have varied hours in accordance with the needs and use of the 3G facility. The successful candidate will be required to have a flexible working approach to working evenings and weekends. * This post will be required to attend Steering committee meetings who will oversee the running of the facility and the football development plan. |