

Title Football Development Officer
Team Development
Manager Senior Football Development Manager



ABOUT BUCS

For over 100 years British Universities and Colleges Sport (BUCS) has been at the forefront of university sport in the United Kingdom.

Our ambition is to deliver exceptional student sporting experiences that inspire, develop and unite.

BUCS works with its member institutions to get more students active more often, through traditional competitive sport and providing physical activity opportunities.

By joining us, you will be a part of a vibrant and inclusive community, working to inspire and engage students across the nation.

JOB DESCRIPTION

Main Purpose(s)

The Football Development Officer will coordinate programmes and deliver events which directly support the delivery of the strategic objectives relating to the BUCS Strategy and The FA Grassroots Strategy 'A Thriving Grassroots Game' 2024-2028. The post holder will also be responsible for supporting the Senior Football Development Manager in reporting on the development of non-competitive football within Higher Education (HE) institutions. The role requires collaboration with The FA, member institutions and other key stakeholders relevant to the development of the grassroots game.

The focus of this role will be to deliver on the workforce and leadership targets within The FA and BUCS four-year strategic plan aimed at increasing the number of staff, volunteers, coaches, and match officials receiving CPD. This will be achieved through delivering development opportunities to BUCS Accredited universities, including but not limited to the Women's Leadership Programme, Football Club Committee Leader events and University Football Coaching Hubs.

Main duties and responsibilities

- Coordinate the delivery of The FA University Women's Leadership Programme to develop students key skills, and behaviours, and provide access to a professional network through an innovative learning and development programme.
- Coordinate The FA University Women's Leadership Alumni Programme through creation of innovative partnerships and projects that continue to develop dynamic behaviours, professional networks and employability skills of the leadership programme graduates.
- Coordinate the delivery of innovative student leader development opportunities including leading on the delivery of the Football Club Committee leaders' network and Football Coaching Hubs programme.
- Support the Senior Football Development Manager with managing The FA relationship by undertaking effective monitoring and evaluating of all funded initiatives outlined in the contract. Including but not limited to:
 - Coordinate monitoring and evaluation of all programme including The FA University Women's Leadership Programme.
 - Coordinate updates as and when required by The FA Relationship Manager.
 - Provide the Senior Football Development Manager with relevant report information prior to all FA Quarterly Reviews and FA Education Partner Forum meetings.

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- Support and inform BUCS on the ongoing development and evolution of The FA and BUCS four-year strategic plan.
- Work with the Football Development Team on budgeting, forecasting and reporting processes that align to accreditation and member services in line with The FA and BUCS financial processes requirements.
- Support the Senior Football Development Manager to:
 - a. Embed the Women and Girls accreditation standards across all BUCS Football Accredited Universities.
 - b. Drive the development of women's football participation within institutions to provide equality of access to opportunities and enhance the female playing pathway.
- Support BUCS to secure further FA investment into the HE sector in line with The FA Education Strategy and The FA planning processes.

Other

- Identify and develop mutually beneficial partnerships that support the development of football and BUCS led initiatives; manage relationships with selected key partners. Achieve this by identifying priority partners, opportunities for collaboration and agreeing ways to work inclusively together.
- Coordinate frequent interaction between the FE/HE education team led by The FA and the wider BUCS Development Team.
- To undertake other duties, activities and responsibilities as required in the delivery of BUCS business.
- This role will involve weekend and evening work and overnight stays at BUCS events.
- Professionally represent BUCS at all times.

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PERSON SPECIFICATION

BUCS is a Disability Confident Committed and Equal Opportunity Employer. We value diversity and are committed to fostering an inclusive and supportive work environment. We make all employment decisions without regard to age, national origin, race, ethnicity, religion, belief, gender, sexual orientation, disability, or any other characteristic protected by law.

Research shows that some people don't apply for a role if they feel they do not meet 100% of the person specification. We encourage you to apply for this role if you feel you meet the key skills and knowledge listed below, even if you feel you do not have all of them. We are passionate about identifying the right people to help us develop and thrive.

Essential knowledge or experience

- Experience in project coordination
- Experience of event planning and coordination.
- Experience of coordinating the design and delivery of dynamic sport programmes.
- Experience in delivering evidence-based monitoring and evaluation
- Experience of working collaboratively within multi-disciplinary teams

Essential skills and abilities

- Strong communication and interpersonal skills.
- Ability to coordinate multiple projects and budgets simultaneously.
- Strong analytical and inclusive decision-making skills.
- Effective problem-solving skills
- Clear communication, influencing, negotiation and interpersonal skills
- Strong presentation skills (both verbal and written)
- Strong proficiency in Microsoft Office products and SmartSheet.
- Ability to foster a respectful and collaborative environment among members and staff
- Strong ability to respond dynamically to the needs of the team

Desirable knowledge or experience

- Understanding of The FA National Game Strategy
- Understanding of the participant journey through football and futsal within the higher education sector
- Innovative mindset to develop content to support the needs of the BUCS membership and wider HE landscape
- Understanding Higher Education sport structures
- Experience of working in a membership organisation
- Knowledge of university structures and sport delivery models