



JOB DESCRIPTION

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| Title | Football Development Manager (Workforce and Leadership) |
| Employer | British Universities and Colleges Sport (BUCS) |
| Team | Delivery Directorate |
| Place of work | Flexible work considered, some London office-based time essential |

Main purpose of role

The Football Development Manager (Workforce and Leadership) will manage all aspects of The FA funded contract targets related to workforce and leadership. The post holder will also be responsible for supporting the Football Development Manager (Participation) 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 post will be delivering on the workforce and leadership targets within The FA and BUCS three-year strategic plan. This will be linked to increasing the number of staff, volunteers, coaches, and match officials receiving CPD, increasing the number of playmakers trained and deployed, and delivering development opportunities such as our Women's Leadership Programme.

This role works alongside the Football Development Manager (Participation) and will support the Digital Content Producer in their objectives linked to all FA funded programme delivery. There is also an expectation that the post holder links with the wider work undertaken by the BUCS Development Team.

Main duties and responsibilities

- Support and inform BUCS on the ongoing development and evolution of The FA and BUCS three-year strategic plan.
- Support the Football Development Manager (participation) 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 updates as and when required by The FA relationship manager.
 - Attending all quarterly reporting meetings with The FA relationship manager.
 - Provide the Football Development Manager (Participation) with relevant report information prior to all FA Education Partner Forum meetings.
- Oversee and deliver The FA University Women's Leadership Programme to develop key skills, behaviours, confidence, capability, and access to a professional network through an innovative learning and development programme for 16 -20 students.
- Deliver The FA University Women's Leadership Alumni Programme through creation of partnerships and projects that continue to develop behaviours, professional networks and employability skills of the leadership programme graduates.
- Manage, maintain, develop, and deliver student leader development opportunities including leading the creation and delivery of the Women's Football Club Committee leaders' network.
- Support the Football Development Manager (Participation) 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.

- Manage alongside the Football Development Manager (Participation) all workforce and leadership related budgeting, forecasting, and reporting processes as agreed with The FA and BUCS.
- Support BUCS to secure further FA investment into the HE sector in line with The FA Education Strategy and The FA planning processes.
- To support the BUCS Football and Futsal Sport Advisory Group including collaboration with other departments, specifically the Competitions and Performance Team.

General:

- 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 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 may involve weekend and evening work as well as some overnight stays at BUCS events (all reasonable expenses will be reimbursed). The role may involve national travel to BUCS member institutions and funded partners.



PERSON SPECIFICATION

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Essential skills/experience

- Experience of managing complex partnerships
- Effectively managing budgets
- The creation, design and delivery of development projects
- Evidence based monitoring and evaluation
- The ability to operate at strategic level
- Data analysis and interpretation
- Outstanding communication, influencing, negotiation and interpersonal skills
- Problem solving
- Ability to work under pressure and manage tight deadlines
- Strong presentation skills (both verbal and written)
- IT literate and proficiency in Microsoft Office products (Word, Excel, Powerpoint etc.)
- Work collaboratively within multi-disciplinary teams
- Ability to work flexibly and out of hours when required

Desirable skills/experience

- Understanding of The FA National Game Strategy
- Experience of line management
- Understand the participant journey through football and futsal through HE
- Innovative mindset to develop content to support CPD opportunities
- Understanding Higher Education sport structures
- Experience of working in a membership organisation
- Knowledge of university structures and sport delivery models