

<b>Title</b>	Football Development Officer
<b>Team</b>	Development
<b>Manager</b>	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 activities/events which directly support the delivery of strategic objectives relating to the BUCS Strategy and The FA Grassroots Strategy 'A Thriving Grassroots Game' 2024-2028.

Aiming to increase participation in football within the HE sector you will coordinate the BUCS Football Accredited Universities operating model working in close partnership with internal colleagues and external key stakeholders. The successful candidate would need to have excellent relationship building skills to ensure successfully achieving the strategic objectives in The FA contract.

You will report to the Football Development Manager who will help to support and guide you, but you need to be comfortable with managing your own workload and providing comprehensive support for the whole football development team.

### Main duties and responsibilities

- Coordinate the delivery of the BUCS Football Accredited Universities operating model working closely with The FA Staff members, member universities and expert partners to deliver against The FA participation and workforce KPIs.
- Coordinate a dynamic and inclusive accreditation process, recruiting member universities into the network, building and managing relationships with key staff within universities, enabling BUCS to gain insight into the football and futsal landscape across higher education.
- Support in the planning, recruitment, and delivery of the Emerging Club Leaders Programme alongside the Football Development Manager.
- Project manage FA funded University Development Projects and University Referee Hub model, working with the digital engagement team to demonstrate impact of the funding and promote good practice.
- Support the design and delivery of Football Development events (member services) for all Accredited Universities targeting staff, students and the wider workforce.

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- Complete all associated reporting, monitoring and evaluation of overall effectiveness of projects ability to deliver against The FA Education strategy.
- Support the Football Development Manager with technology evolution and development to ensure successful integration of the BUCS Football Accredited Universities network into BUCS organisational priorities and processes.
- 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 HR and financial processes and requirements.
- Support the Football Development Manager to guide and inform BUCS on the ongoing development and evolution of the BUCS and The FA 4-year strategic plan (2024-2028).

#### **Other**

- Develop mutually beneficial relationships with the BUCS membership that support the development of football and BUCS led initiatives.
- Contribute fully to the wider work of the BUCS Football Development Team and organisational priorities. This could include but not limited to, attending working groups, meetings with partners to support the delivery.
- 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

- Knowledge and experience in administrative tasks and data management.
- Experience coordinating projects and ability to meet deadlines.
- Experience planning and delivering events including presenting in front of large groups.
- Experience organising, collating, analysing and reporting key information – both quantitative and qualitative.
- Ability to demonstrate respect for diversity and equality of opportunity to actively promote an inclusive environment.
- Experience of working collaboratively with partners and stakeholders.

### Essential skills and abilities

- The ability to analyse and solve problems.
- The ability to work well in a team and independently.
- Good written and verbal communication skills.
- Flexible and conscientious approach to work.
- Excellent planning and organisational skills.
- Excellent time and task management skills with good attention to detail.

### Desirable knowledge or experience

- Previous experience in a Coordinator or Officer role.
- Confidence to be able to speak in front of large groups of stakeholders
- Effectively managing budgets with the support of senior staff.
- Knowledge of The FA Grassroots Strategy 'Thriving Grassroots Game' 2024-2028.
- Knowledge of football offer within higher education including women and girls' football.
- Ability to foster a respectful and collaborative environment among members and staff.
- Ability to respond dynamically to the needs of the team.