



Foundation

JOB DESCRIPTION

Job Title:	Let Them Play Officer
Department:	Football Development
Reporting to:	Schools and Futsal Manager
Hours of work:	35 per week. However, the nature of the post will require a high degree of flexibility involving evenings and weekends as dictated by operational requirements of the business.
Role Family:	Officer
Salary scale:	£20k-£35k
Location:	Immediate vacancy for the Newry, Mourne and Down area. However, we wish to establish a reserve list for future vacancies across the province.
Duration:	Fixed term contract until 31 March 2022. This may be extended or considered for permanent dependent on funding and business needs.

KEY PURPOSE OF THE JOB:

Responsible for delivering a variety of Irish FA Foundation programmes within the education and community sector to meet the targets of the Youth and Futsal strategies. Officers will be responsible for the development of physical literacy and sport-specific skills to Primary School pupils, the development of football within Primary and Post Primary Schools, the education and mentoring support of grassroots coaches and the development of a culture of Futsal at a regional level.

MAIN DUTIES AND RESPONSIBILITIES:

1. Deliver a Football Fundamental Programme as a means of improving physical literacy and sport-specific skills amongst Primary School children.
2. Deliver a Shared Education programme with Ulster GAA counterpart as directed by the Education Authority
3. Establish extended school initiatives within the Primary School sector.
4. Establish new, or further develop existing, school / club links.
5. Organisation and Delivery of Irish FA Foundation Holiday Camps.
6. Support Female Participation Officers in delivery of Disney and Shooting Stars Programmes.

7. Work Closely with Irish FA Foundation staff to ensure the Irish FA Foundation Youth Strategy is delivered to agreed timescales and service programmes outside the remit of this role when deemed appropriate by the line manager.
8. Ensure that all relevant programme and activity information is documented, collated and analysed so that progress towards outcomes can be demonstrated internally and externally.
9. Proactively participate in training and development opportunities, staff performance appraisals and reviews as required.
10. Service the Irish FA Foundation's policies in line with its development plans.
11. Adhere to and actively support at all times all company policies, procedures, processes and working practices, including adhering to best practice.
12. Represent the Irish FA Foundation in a professional manner in all aspects of the job – e.g. meetings, seminars, conferences and so forth.
13. Any other duties as may be reasonably requested from time to time.

Note: In the interests of the efficient management of the Department, the duties described in the above job description will be reviewed periodically and may be subject to modification or amendment after consultation with the postholder.

Personnel Specification: Let Them Play Officer

Criteria	Essential:	Desirable:
1. Education. qualification and experience	<p>1.1 Possess a third level qualification (or be in the process of completing) in a relevant sport/coaching/education related discipline; or four years' experience in a relevant sport/coaching/education related discipline.</p> <p>1.2 Possess an NCC (formerly Level 1) certificate or above, gained within the last five years or renewed within the past three years (or equivalent qualification).</p> <p>1.3 Have a minimum of two years' experience of coaching young people and/or senior players in a school, youth club or football club environment, within the last five years.</p>	<p>1.4 Have experience of delivering Fundamental Training to young children</p> <p>1.5 Hold a UEFA 'C' Licence coaching qualification or above (or equivalent qualification), gained within the last five years renewed within the last three years (or equivalent qualification).</p>
2. Skills, knowledge & competencies	<p>2.1 Effective communication (both written and oral) and interpersonal skills, with the capacity to develop innovative partnerships in the community and club sectors.</p> <p>2.2 Possess a high level of competence in Microsoft Office applications including Word, Excel and PowerPoint.</p> <p>2.3 A team player who can work on their own initiative, organise and prioritise work effectively.</p>	
3. Other requirements (3.4-3.6 are post job offer)	<p>3.1 Proof of eligibility to work in the UK.</p> <p>3.2 Hold a current, valid driving licence (with permission to drive in the UK) and have use of a vehicle, insured for work purposes.</p> <p>3.4 Completion of a medical questionnaire demonstrating the ability to fulfil the Occupational Health requirements for the post and flag any reasonable adjustment required.</p> <p>3.5 Two satisfactory employment references, one of whom should ideally be the current/most recent employer.</p> <p>3.6 Enhanced Access NI checks with satisfactory clearance.</p>	

ADDITIONAL INFORMATION

Closing date: The closing date for the receipt of completed application is Monday 29 November 2021 at 10am. Applications received after the closing date and time will not be considered.

Shortlisting: Only those applications which clearly demonstrate the requirements set out in the personnel specification will be shortlisted. Please note that the Association reserves the right to implement all or some of the desirable criteria in addition to the essential criteria for shortlisting purposes.

Offer of employment: Please note any offer of employment is subject to the receipt of two satisfactory employment references, proof of eligibility to work in the UK and proof of any required qualifications.

Reserve list: A reserve list of suitable candidates may be maintained for the purpose of any similar vacancies (temporary or permanent) that may arise within twelve months of the completion of the recruitment exercise.

Vetting: The Irish FA is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is subject to Enhanced Access NI checks. Clearance through this system is required.

The Irish FA Foundation is an equal opportunities employer and welcomes applications from all sections of the community. All appointments will be made on the basis of merit.

Approved: November 2021.