Job Title:	Women's Football Development Officer
Department:	Irish FA Foundation
Reporting to:	Women's Football Development Manager
Role family:	Officer
Salary scale:	£24,000 - £35,000
Hours of work:	35 hours per week
Duration of Post:	Permanent
Location:	National Football Stadium

PURPOSE OF THE JOB:

To lead the planning, delivery and evaluation of girls' and women's football programmes across Northern Ireland, in line with the Women's and Girls' Strategy. The postholder will manage programmes from start to finish, including budgets, partners, delivery staff and reporting to funders.

MAIN DUTIES AND RESPONSIBILITIES:

1. Lead the planning, delivery and review of girls' and women's football programmes in line with the Women's and Girls' Strategy, including the UEFA Disney Playmakers programme and the Women's Leadership Programme, from setting objectives and targets through to evaluating outcomes.

2. Produce and manage annual delivery plans and timelines for each programme, prioritising work across several programmes so that deadlines and targets are met.

3. Recruit, brief and support the coaches, tutors, volunteers and partner clubs who deliver programmes, making sure delivery is consistent and of a high quality.

4. Build and maintain effective relationships with clubs, schools, leagues, participants, parents, funders and internal colleagues, adapting communication to each audience.

5. Identify and resolve problems that arise during delivery, such as low uptake, venue or staffing issues, adapting programmes to keep them on track.

6. Manage programme budgets, including expense claims, purchase orders, invoices and payments, keeping accurate financial records in line with the organisation's processes and authorisations.

7. Carry out the administration needed to run programmes accurately and on time, including bookings, registrations, correspondence, orders and payment processing.

8. Lead the monitoring and evaluation of assigned programmes: collect participation and outcome data, maintain accurate records and databases, and provide written and verbal reports for the Foundation, partners and funders.

9. Contribute to the measurement framework for the Women's and Girls' Strategy and to improving data capture, administrative systems and ways of working.

10. Ensure all programmes are delivered in line with Irish FA safeguarding policy and procedures, and that everyone involved in delivery holds the required checks and training.

11. Plan and deliver programme events and festivals, and provide content to promote programmes, including social media posts and case studies.

12. Represent the Irish FA Foundation at meetings and events, and deputise for the Women's Football Development Manager when required.

13. Handle personal information in line with data protection legislation and Irish FA policy, with particular care for information relating to children and young people.

14. Adhere at all times to all other company policies, procedures, processes and ways of working.

15. Any other reasonable duties as may be requested from time to time.

Note: In the interest of the efficient management of the Association, 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 –

Criteria	Essential:	Desirable:
1. Education & Qualification	1.1 Hold a degree or equivalent qualification in Sports Studies, Sport Development, Physical Activity or a relevant discipline, **OR** have at least two years' experience in football or sports development.	1.2 Possess a UEFA C or above, gained within the past 5 years or renewed within the past 3 years (or equivalent qualification).
2. Experience	2.1 Have 2 years' practical experience (within the last 5 years) of delivering girls' and/or women's football programmes. 2.2 Experience of planning and leading a project or programme from start to finish, including setting objectives, managing a budget and reporting on outcomes. 2.3 Proven ability to work effectively with a wide range of internal and external stakeholders, such as clubs, schools, parents and funders. 2.4 Experience of administering grants, funding or payments to clubs or organisations.	2.5 Experience of coordinating coaches, volunteers or other delivery staff.
3. Skills, Knowledge & Competencies	3.1 Strong organisational and administrative skills with good attention to detail and strong computer literacy, with proven competency in Microsoft Office applications such as Word, Excel, PowerPoint and Outlook. 3.2 Experience of monitoring, evaluating and reporting on the impact of programmes.	3.3 Able to demonstrate basic understanding and application of artificial intelligence software and/or programmes.
4. Personal Disposition	4.1 A team player who can work on their own initiative, organise and prioritise work effectively with a high degree of self-motivation and	

Criteria	Essential:	Desirable:
	enthusiasm.	
5. Other Requirements (5.4 - 5.6 Are Post Job Offer)	5.1 Proof of eligibility to work in the UK. 5.2 Have a valid passport allowing unrestricted international travel. 5.3 Have a valid full driving licence and access to a car for business use. 5.4 Completion of a medical questionnaire demonstrating the ability to fulfil the Occupational Health requirements for the post and flag any reasonable adjustment required. 5.5 Two satisfactory employment references, one of whom should ideally be the current/most recent employer. 5.6 Enhanced Access NI checks with satisfactory clearance.	

ADDITIONAL INFORMATION

Closing date: The closing date for completed applications is Monday December 7th at 12.00 noon . 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 Irish FA Foundation reserves the right to implement both the essential and desirable criteria for shortlisting purposes.

Offer of employment: 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 & Safeguarding: The Irish Football Association Foundation 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 AccessNI checks, including barred list checks. Clearance through this system is required.

Criminal Records & Ex-Offenders: Having a criminal record will not necessarily bar an applicant from being considered for this role. The Irish Football Assocaition Foundation has a formal policy on recruiting ex-offenders,

and applicants will be assessed fairly in line with this policy. Convictions will only be taken into account where relevant to the requirements of the position.

Disclosure Information Handling: The Irish Football Assocaition Foundation operates a written policy on the secure handling, use, storage, and retention of disclosure information. All personal information obtained through Enhanced AccessNI checks will be handled confidentially and in compliance with data protection legislation.

Equal Opportunities: The Irish Football Association Foundation is an equal opportunities employer and welcomes applications from all sections of the community. However, as women are currently under-represented in our workforce, we would particularly welcome applications from women. All appointments will be made on the basis of merit.

Approved: