



About the Association of Colleges

At the heart of every community should be a strong and successful college, supporting students, delivering skills, transforming communities, promoting social justice, working with employers, and growing the economy.

Association of Colleges is the national voice for further education, sixth form, tertiary and specialist colleges in England. We are a not-for-profit membership organisation established by colleges, for colleges. Our members make up almost 95% of the sector - transforming 2.2 million lives each year. Acting as the collective voice, we represent and promote the interests of colleges, and provide our members with high-quality professional support services, including training, events, and recruitment.

The AoC group includes: **AoC Services** - supporting all colleges to be great colleges by delivering high quality and cost-effective further education events, training and development, executive recruitment, interim management and strategic consultancy services; **AoC Jobs** - the first and only stop for anybody looking for a new job in further education; **AoC Sport** - leading the development of sport and physical activity in 16+ education; and **AoC Charitable Trust** - promoting the very best in FE with some of the biggest and most respected awards in education, including the AoC Beacon Awards, AoC Gold Awards, and Student of the Year.

About AoC Sport

AoC Sport is the lead membership organisation for college sport and physical activity and is an Association of Colleges (AoC) subsidiary company. AoC Sport encourages and supports every student to participate in sport and physical activity as an integrated part of their college experience. Offering a range of specialist advice, training and events, AoC Sport champions a whole-organisation, cross-curricular approach to physical activity, which results in dynamic college communities, healthy students and an economic boost to the bottom line.

English Colleges FA (ECFA) represents AoC Sport's football delivery arm and ECFA is our brand for FE football as part of a long-term successful partnership with The Football Association. The ECFA committee advises the AoC Sport board on all football related matters.

JOB DESCRIPTION

National Women's Football Development Officer

Job Purpose: To grow and retain female football and futsal participation through Further Education in line with the ECFA Strategy 2017-21 and The FA's Gameplan for Growth Strategy. Provide high quality services to AoC Sport members, funders and key stakeholders by managing and developing the Women's Football Apprenticeship programme, growing women's football participation and workforce through ECFA Accredited Colleges and the Activator programme, developing a competition pathway

to feed the WSL Academy league, and managing partnerships with key stakeholders including The FA.	
Department / Directorate	Football Development
Business Unit	AoC Sport
Reports To	National Football Development Manager
Contract Type	Fixed Term (Maternity Cover - funding confirmed to September 2021)
People Management	Direct Reports: None Indirect Reports: 12 Women's Football Apprentices and their line managers
Monetary Responsibility	Budget: delegated budget management of the Women's Football budgets including budget profiling, managing monthly budget updates, forecasting and managing expenditure to budget. Risk Management: responsible for managing financial risk linked to delegated budgets, reputational risks linked to service delivery and communications, project delivery risks linked to operational planning.
External Key Contacts	Women's Football Apprentices and their line managers, staff at all levels in AoC Sport member colleges, The Football Association (FA), commissioned partners, County Football Associations, ECFA Commercial partners, other key partners, clubs and leagues.
Internal Key Contacts	All AoC Staff

Key Accountabilities & Responsibilities

1. Manage the Women's Football Apprenticeship Programme including a) the recruitment and selection of apprentices, b) the design and delivery of training (national events and online workshops), and c) the day to day communications to apprentices, line managers, the training provider and delivery partners.
2. Manage relationships with commissioned partners and the national apprenticeship training provider to deliver a high-quality national learning and development training programme for the apprentices which enhances their employability and aligns to the knowledge, skills and behaviours required to be successful in the role.

3. Inspire and empower the network of Women's Football Apprentices to increase women's participation and develop a diverse workforce. Monitor and evaluate individual and national progress against funded targets.
4. Drive the development and testing of the 16-19 female toolkit, working with commissioned partners and The FA.
5. Drive the development of women's football through the ECFA Accredited College model, working with the National Football Development Officer, by setting operating standards and influencing colleges to focus on women's football.
6. Support the development of ECFA Activators and student volunteers (supporting the female pathway) to a) enhance their employability and b) increase participation of 16 to 19-year-old students.
7. Support women's football projects delivered by Education Partner Groups to help overcome current challenges and increase 16 to 19-year-old participation of female participation football; cascade learning and best practice across the sector.
8. Monitor and evaluate the impact Women's Football Apprentices and ECFA Accredited Colleges against agreed objectives, targets and key performance indicators relating to women's and girls' football, and behaviour framework competencies. Work with the National Football Development Manager to use this insight to secure future investment from key funding partners and sponsors.
9. Support AoC Sport to identify and develop suitable partnerships that support the development of the women's & girls' game. Contribute to AoC Sport led initiatives and develop income sources; manage relationships with selected key partners.
10. Create and deliver against a marketing and comms plan for women's football working with the Marketing and Communications officer.
11. Liaise with the AoC Sport competitions team and AoC Sport Regional Development Officers to monitor the growth of women's affiliated football and futsal. Support the creation of a women's football pathway in further education below The FA WSL Academy League to enable female students to a) progress from recreational participation to elite competition b) transition from college and into community / university football.
12. Support the development of the Women's England Colleges national representative programme, including support for the recruitment and retention of the volunteer staffing infrastructure.
13. Collaborate with colleagues across the football team (competitions and development) including attending and actively contributing to team, internal and external meetings as well as cross team projects.

14. Be responsible for managing and responding to ECFA related correspondence including: telephone calls, answering and dealing with matters on own initiative, taking messages, redirecting calls and passing queries on to colleague as appropriate.
15. Comply with all company policies and procedures, including Safeguarding, Equal Opportunities and health and safety regulations ensuring that all incidents are reported and recorded.
16. Carry out such duties commensurate with skills, experience and competence, that may be required from time to time to meet the needs of AoC Sport.

PERSON SPECIFICATION

Description	Essential	Desirable
Education/ Qualifications/ Professional Bodies		
GCSE English and Maths at grade C and above or equal	✓	
Educated to degree level or equivalent work / industry sector experience		✓
Project management qualification		✓
Safeguarding qualification / training	✓	
Knowledge, Experience, Skills and Ability		
Experience of working in Football Development / Sport Development	✓	
Knowledge and experience of women's and girls' football	✓	
Experience of managing projects or campaigns effectively to agreed budgets and deadlines	✓	
Experience of planning and delivering sports, training or conference events	✓	
Excellent interpersonal skills, with the ability to communicate confidently across a team and external stakeholders	✓	
Strong written and verbal communication skills	✓	
IT literate and Proficient in using Microsoft Office (Word, Outlook, Excel and Powerpoint) and social media platforms	✓	
Experience of managing relationships to deliver outcomes; ideally within a sport development context	✓	
Experience of working with young people (ideally 16 to 19-year-olds) or experience of youth leadership projects / initiatives (ideally sport related)	✓	
Basic knowledge and awareness of safeguarding policy / procedures for working with children and young people	✓	
Knowledge of apprenticeships		✓
Experience of research projects, monitoring and evaluation processes and impact report writing		✓
Effective negotiation skills and/or experience of commercial partnership management		✓

An understanding of and interest in the further education sector	✓	
Knowledge of football and/or futsal in education settings		✓
Attributes / Behaviours		
Tailors communication to meet the needs of diverse audiences and situations; including the use of different platforms e.g. phone, face-to-face, skype.	✓	
Highly self-motivated and able to work on their own initiative when working remotely and/or in an office environment	✓	
Recovers from setbacks quickly and identifies the causes (rather than just the symptoms) of problems in order to create solutions / move forward	✓	
Demonstrates commitment to own learning and continuous improvement – seeks out feedback and takes responsibility for their own learning and development	✓	
Demonstrates respect for equality and diversity and works to actively promote and sustain an inclusive work environment and positive working relationships amongst colleagues	✓	

Acknowledgement

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation.