

## 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.

AoC Sport was formed following the merger of British Colleges Sport (BCS), the English Colleges Football Association (ECFA) and the Association of Colleges (AoC) sport policy team in August 2014. The ECFA brand was retained and now represents AoC Sport's football delivery arm as part of the long-term successful partnership with The Football Association.

**The Association of Colleges (AoC)** exists to represent and promote the interests of colleges and provide members with professional support services. As such, we aim to be the authoritative voice of colleges – based on credible analysis, research, advocacy and consultation with colleges – and the first-choice destination for guidance and advice for members. AoC was established in 1996 by colleges themselves as a voice for further education and higher education delivered in colleges at national and regional level.

Our membership includes General and Specialist Further Education Colleges and Sixth Form Colleges in England, and we work with other College associations via the UK Council of Colleges. AoC's structure includes a busy national office in London, an active network of regional offices and a wide range of member networks, through which staff and Governors inform and shape AoC policy and activity.

## JOB DESCRIPTION

### Job Title: Development Manager (Football)

**Job Purpose:** To provide high-level strategic support to targeted colleges in developing their football offer, with a particular focus on facilities development and maximising community use. The role will work with senior leaders and relevant staff in colleges to provide expert advice and lead the development of strong partnerships that enhance facilities, increase participation, and strengthen performance in college football. The postholder will also contribute to AoC Sport's wider strategic business planning and operational management.

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|---|--|
| <b>Department</b>                       | AoC Sport  |
| <b>Reports To</b>                       | Head of Sport  |
| <b>Role Level</b>                       | Middle Management level (Full-time-equivalent salary range: £36,256 to £38,000)  |
| <b>Contract Type</b>                    | Permanent, Part-time 30 hours/week.<br><i>AoC staff have flexibility to agree an informal flexible working pattern with their line manager within scope of our Flexible and Hybrid Working Policy.</i>   |
| <b>Work Location</b>                    | Mobile-Hybrid: this role is highly member-facing and as such will work in a hybrid way with a home-base, blending working time between remote-working and regular travel throughout England.   |
| <b>People Management</b>                | Responsible for line management and professional development of 2 x direct reports   |
| <b>Monetary and Risk Responsibility</b> | <b>Budget:</b> Work with the Senior Project Manager to oversee budgets aligned to areas of responsibility, ensuring effective profiling, forecasting, and expenditure control.<br><br><b>Risk Management:</b> Responsible for supporting the management of reputational risks linked to stakeholder relationships and/or service delivery and communications, as well as project delivery risks. |
| <b>External Key Contacts</b>            | Senior leaders, managers and estates staff within further education colleges, The Football Association (FA), County Football Associations, Football Foundation and other partners.   |
| <b>Internal Key Contacts</b>            | AoC Sport staff, Area Directors and Area Teams, Projects Team, Communications Team, HR Team.   |

## Key Accountabilities & Responsibilities

### Strategic Development

- Develop AoC's football development work to engage with executive and senior leadership teams within targeted colleges to advise and support them with designing and implementing strategies that strengthen their football offer, aligned with FA priorities, and where appropriate, support wider sport and physical activity engagement.
- Provide expert advice to colleges on the planning, funding, and sustainable management of football facilities, with a focus on opening them up for wider community use.
- Influence and support alignment of college football strategies with AoC Sport's corporate objectives, national football strategies, and local community needs.

- Identify opportunities for innovation and added value across AoC Sport's football programmes.

#### **External Representation & Partnership Brokering**

- Act as AoC Sport's strategic lead for football development, representing the organisation with The FA, County FAs, professional clubs, The Football Foundation, funding bodies, government agencies and others.
- Broker effective partnerships between colleges and external organisations to strengthen FE football provision and community impact including enabling colleges to develop partnerships with local organisations with a mutual interest in increasing physical activity and improving public health.
- Contribute to national discussions and consultations, influencing the football and FE sectors to reflect the voice and needs of colleges.

#### **Leadership & Management**

- Line manage and support direct reports, including responsibility for recruitment, people management, and professional development.
- Provide clear leadership and direction as a member of the Sport Management Team, ensuring delivery plans are aligned to AoC and AoC Sport's strategic plans and FA contracts and building a positive, inclusive, and high-performing team culture.

#### **Monitoring, Evaluation & Reporting**

- Oversee robust monitoring and evaluation processes to evidence impact at both programme and organisational levels.
- Produce high-quality reports and recommendations for AoC senior leaders, The FA, and other partners.
- Use insights and data to drive continuous improvement in programme delivery and facilities development.

#### **Budget & Risk Management**

- Work with the Senior Project Manager to oversee budgets aligned to areas of responsibility, ensuring effective profiling and expenditure control.
- Proactively manage reputational, and operational risks associated with football development and facility projects.
- Ensure compliance with safeguarding, equality, diversity, health and safety, and data protection (GDPR) requirements across all football activities.

#### **Organisational Contribution**

- Actively contribute to AoC Sport's Strategic Framework, corporate priorities, and organisational development.

- Champion AoC values and ensure the football development agenda supports the wider membership offer.
- Collaborate with other AoC teams to ensure joined-up communication, member engagement, and consistent customer service.

## PERSON SPECIFICATION

The following details the essential criteria for the role and how these will be assessed/ measured during the recruitment process. Key: A = Application; I = Interview; T = Test

| Education/ Qualifications/ Professional Bodies  | Assessment |
|---|------------|
| Proficiency in numeracy and written English, typically evidenced by GCSE Maths and English (grade C/4 or above), Functional Skills Level 2, or equivalent | A          |
| Knowledge, skills, ability and experience   |            |
| Relevant experience in sports development, consultancy, or management, ideally within football and facilities   | A / I      |
| Ability to influence senior leaders and decision-makers gained through experience of advising and influencing senior stakeholders                         | A / I / T  |
| Demonstrable experience in effective line management/team leadership  | A / I      |
| In-depth knowledge of football structures, pathways, governance, and facility development in England  | A / I      |
| Strong stakeholder engagement and relationship management skills and ability to broker partnerships at a senior level                                     | A / I / T  |
| Strategic thinker with excellent analytical, reporting, and problem-solving abilities   | A / I      |
| Commitment to safeguarding, equality, diversity, and inclusion  | A          |
| Ability to travel regularly, including overnight stays  | A / I      |

### 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.