



## 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 also 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.

## JOB DESCRIPTION

### Football Development Coordinator

**Job Purpose:** To grow and retain football and futsal participation through Further Education in line with AoC Sport and FA Strategies. Provide high quality services to AoC Sport members, FE providers, funders and key stakeholders by: coordinating projects, providing administration and project-based support to the Football Development Team, communicating regularly with key stakeholders, managing monitoring and evaluation processes, maintaining project related databases, supporting commercial partner relations, interpreting data to provide insight and progress reports that drive continuous improvement.

<b>Department</b>	AoC Sport
<b>Business Unit</b>	Professional Services
<b>Reports To</b>	National Football Development Manager
<b>Role Level</b>	Professional/Specialist

<b>Contract Type</b>	Permanent
<b>People Management</b>	<b>Direct Reports:</b> None <b>Indirect Reports:</b> None
<b>Monetary and Risk Responsibility</b>	<b>Budget / Revenue Generation:</b> none <b>Risk Management:</b> <b>Financial:</b> when updating on monthly budget updates relating to Accredited Colleges expenditure as agreed by the National Football Development Manager <b>Reputational:</b> when dealing with AoC Sport stakeholders and coordinating national projects in partnership with The FA and other partners
<b>External Key Contacts</b>	Staff at all levels in AoC Sport member colleges, other FE providers, The Football Association (FA), ECFA Partners, Women's Football Apprentices, County Football Associations, ECFA commercial partners, other key partners, key clubs and leagues
<b>Internal Key Contacts</b>	Football Development Team, Regional Development Officers, Competitions Administration Officers (Football & Futsal), Marketing and Communications Officer, AoC Sport staff, AoC Regional and National staff

## Key Accountabilities & Responsibilities

1. Provide high quality administration and coordination support to the Football Development Team by assisting with delegated tasks from colleagues in line with ECFA and FA funded project work.
2. Manage databases and shared files linked to ECFA projects and design, deliver and review the monitoring and evaluation of FA and ECFA funded projects and events. Build and maintain contact databases and stakeholder interactions.
3. Coordinate ECFA events effectively by scheduling, identifying and using resources (equipment, facilities, staff) appropriately, making bookings and requesting invoices, managing allocated budget, helping with delivering, seeking feedback from delegates and making recommendations to improve future events.
4. Capture and analyse data effectively in order to generate relevant insight and make change recommendations (in line with strategic goals) for ECFA project work in order to help sustain and grow project delivery and investment.
5. Coordinate projects to plan and to budget, ensuring that the appropriate systems are in place to deliver results.

6. Provide quarterly progress reports against key performance indicators (based on data and insight) linked to the delivery contract with The FA.
7. Design and distribute regular communications to member colleges and FE providers engaged in ECFA workstreams. Regularly share information with internal colleagues and external stakeholders to deliver against the ECFA strategic plan and present information so it has a positive impact on audiences.
8. Work collaboratively with the Marketing and Communications Officer to support the generation of marketing and communications material regularly for promotion across AoC Sport platforms.
9. Collate, share and celebrate good practice with the sector through various media to help recognise and reward high performance and help drive a culture of continuous improvement
10. Contribute to the planning, delivery and review of the AoC Sport operational plan relating to ECFA activities and manage workload effectively to deliver against the agreed plan.
11. Provide insight and administration support to the Football Development Manager to enable the effective management of the ECFA Committee.
12. Collaborate effectively with colleagues across the football team (competitions and development) including attending and actively contributing to internal and external meetings.
13. Comply with all policies and procedures including: safeguarding, equal opportunities and Health and Safety regulations ensuring that all incidents are reported and recorded.
14. Build effective working relationships with internal colleagues and external partners. Where necessary to provide cover and support in the event of absences or other circumstances as required.
15. 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

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
GCSE English GCSE grade C and above, or equivalent	A
Knowledge, skills, ability and experience	
Advanced skills in the use of Microsoft Office programme and social media, for administrative and data collection duties; with capability to learn new IT systems such as online survey tools and event booking systems	A
An interest in Football / Futsal and the Further Education sector	A
Knowledge of Football and/or Futsal in education settings	A
Successful track record in providing and prioritising administration and/or project coordination support to more than one person	A / T
Experience of working in sports administration and/or project coordination	A
Experience of managing costs within assigned budgets and maximising value for money	A / I
Experience of collating quantitative and qualitative data, database maintenance and producing reports	A / T
Excellent interpersonal skills, with the ability to confidently tailor communication to different audiences using a variety of platforms and mediums	A / T
Experience of working in team environments to create and deliver against individual and team goals	A / I
Positively contributes to the working environment and remains calm and productive under pressure	T
Demonstrates an eye for detail, and remains motivated when working remotely to deliver routine and/or repetitive tasks ensuring quality of work is consistently high	I
Develops and maintains professional relationships with others both internally and externally	I
Recovers from set backs quickly and identifies the causes rather than just the symptoms of problems in order to inform solutions	I
Seeks out feedback and takes responsibility for their learning	I
Demonstrates respect for equality and diversity and works to actively promote an inclusive work environment and good working relationships among colleagues	A
Demonstrates commitment to own learning and continuous improvement through learning and development.	A

## 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.