



JOB DESCRIPTION

Title	Football Development Manager
Employer	British Universities and Colleges Sport (BUCS)
Team	Delivery Directorate
Place of work & contract	Flexible work considered, some London office-based time essential Fixed term role to July 2022 (funding expected to continue to 2024)

Main purpose of role

Manage BUCS's relationship with the FA, to deliver the FA funded contract for the development of non-competitive football within Higher Education (HE) institutions. The role requires collaboration with The FA, member institutions and other key stakeholders relevant to the development of the grassroots game. This role directly line manages The FA funded Football Development Team consisting of a Football Development Officer, Women and Girls Football Development Officer and links with the wider work undertaken by the BUCS Development Team.

Main duties and responsibilities

1. Manage the relationship with The FA including the investment into BUCS, ensuring the effective monitoring and evaluation of all funded initiatives outlined in the contract.
2. Oversee the BUCS Football Accredited Universities operating model working closely with the BUCS Football Development Team, The FA Staff members, member universities and expert partners to deliver against The FA participation KPIs.
3. Oversee The FA University Women's Leadership Programme to develop key skills, behaviours, confidence, capability, and access to a professional network through an innovative learning and development programme for 16 -20 students.
4. Guide and inform BUCS on the ongoing development and evolution of The FA and BUCS 3-year strategic plan (21-24).
5. Manage all budgeting, forecasting and reporting processes as agreed with The FA and BUCS.
6. Line management of the Football Development Team to allow clear strategic alignment to BUCS and The FA Grassroots Strategy enabling focused support to enhance the football offer to institutions.
7. Support the implementation of the digital evolutions that will enable the effective implementation and reporting of The FA Funded initiatives across the HE sector.
8. Raise the profile of HE football across key stakeholders showcasing the success of individuals, initiatives and/or institutions.
9. Support BUCS to work in partnership with The FA to secure investment into the HE sector for 2022 -24 in line with The FA Education Strategy and The FA planning processes.
10. Lead the management and delivery of three key pieces of football development research, supporting Football Development Team members to implement recommendations.
11. To lead on the BUCS Football and Futsal Sport Advisory Group including facilitating the cross-organisational collaboration with other departments, specifically the Competitions and Performance Team.

General:

1. Identify and develop mutually beneficial partnerships that support the development of football and BUCS led initiatives; manage relationships with selected key partners. Achieve this by identifying priority partners, opportunities for collaboration and agreeing ways to work together.
2. Coordinate frequent interaction between the FE/HE education team led by The FA and the wider BUCS Development Team.
3. To undertake other duties, activities and responsibilities as required in the delivery of BUCS business.

This role may involve weekend and evening work as well as some overnight stays at BUCS events (all reasonable expenses will be reimbursed). The role may involve national travel to BUCS member institutions and funded partners.



PERSON SPECIFICATION

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Essential skills/experience

- Experience of managing complex partnerships
- Effectively managing budgets
- Design and delivery of development plans
- Evidence based monitoring and evaluation
- The ability to operate at strategic level
- Data analysis and interpretation
- Outstanding communication, influencing, negotiation and interpersonal skills
- Problem solving
- Ability to work under pressure and manage tight deadlines
- Strong presentation skills (both verbal and written)
- IT literate and proficiency in Microsoft Office products (Word, Excel, Powerpoint etc.)
- Work collaboratively within multi-disciplinary teams
- Ability to work flexibly and out of hours when required

Desirable skills/experience

- Understanding of The FA National Game Strategy
- Experience of line management
- Understand the participant journey through football and futsal through HE
- Understanding Higher Education sport structures
- Experience of working in a membership organisation
- Knowledge of university structures and sport delivery models