



Fintan Football Club

Role Description & Person Specification Document

Role Title:	Club Development Officer		
Club Tier Level:	Level 2: Executive Committee		
Terms Of Election:	Elected By Vote	Election Date:	At Annual General Meeting
Post Held For:	One Year	Re-Election Permitted:	Yes
DBS Status:	Not Required	Safeguarding Status:	Not Required

Election Procedure:

All candidates who are interested in being appointed onto the committee are encouraged to register their interest by emailing the chairman on chairman@fintanfc.co.uk. All applications must be submitted via the club website where any vacant positions will be advertised. If several applications are received for the same vacant position, the election will be made based on a ballot or vote.

Vacancies will be advertised on the club website: www.fintanfc.co.uk.

All applicants must be seconded, by a member of the committee, prior to election at the AGM.

Job Description

ROLE PURPOSE

The Club Development Officer is tasked with constantly planning for, and relentlessly driving, the overall development of the club. This role works across the entire club: youth, senior and management level. The ideal candidate will be someone with drive and a real desire to achieve outstanding outcomes for the club.

ROLE DUTIES

- € Work closely with the Chairman to plan and drive the continual growth of the club.
- € To raise the profile of the club in the local area, across Cheltenham & Gloucester, and Gloucestershire.
- € Establish a Club Development Sub-Committee (when applicable) and chair regular meetings with them, documenting the outcome of decisions made.
- € Create, monitor and execute the club development plan, supported by the sub-committee (one year, three year, five year and ten year targets).
- € Identify elements of the club (physical/people) that require improvement and plan a strategy for improvement.
- € Lead in the planning and application of major projects, e.g. obtaining our own ground, building stands, planning tournaments etc.
- € Lead on the discovery and application of funding programmes, e.g. National Lottery Funding, SportEngland, other grants etc.
- € Build a relationship with and seek support from the County Development Officer.
- € To improve volunteer recruitment and retention and demonstrate increases in numbers of volunteers and coaches.
- € Be available to advise and/or assist the chairman and club's committees with any club matter.
- € Lead on the social and fundraising element of the club, ensuring that events are at least bi-monthly.
- € Be a hub of knowledge of the club beyond that of its constitution, rules and guidelines.
- € Write an officer report ahead of each committee meeting to report on developments and items for discussion.

PERSON SPECIFICATION

Essential

- € A clear passion and unwavering commitment to the club.

- € Demonstrable strong leadership and man-management skills.
- € Track record of leading improvement and championing success.
- € Track record of project management and seeing tasks through to its successful completion.
- € Exemplary written and spoken English skills.

QUALIFICATIONS AND TRAINING REQUIREMENTS

Essential: No football related qualifications required.

Desirable: Relevant leadership qualifications from any discipline/sector a bonus.

ADDITIONAL NOTES

This role is a major and pivotal role in the club. The CDO works extremely closely with the Chairman in order to plan and drive improvement and development across the club. The ideal CDO will be a strong leader and someone who will be relentless in their pursuit of excellence for the club.

Role Terms & Conditions: Acceptance Contract

Job Title:	Club Development Officer		
Date of Election:		Post to be held for:	One Season - Until AGM
Personal Details			
Full Name:			
Address:			
Date of Birth:			
Declaration			
<p>I confirm that I accept the position of Club Development Officer of Fintan Football Club.</p> <p>I will act in the best interests of the Club at all times and uphold the Club's Constitution and moral values.</p> <p>I understand I may have access to confidential information and that unauthorised disclosure of this information to third parties will result in disciplinary action by the committee and may result in dismissal.</p> <p>I will keep the committee informed of any changes to my personal circumstances that may affect my position within the Club.</p> <p>I understand that the role takes precedence over playing for the Club.</p> <p>I accept the roles and responsibilities as listed on the Role Description for the position of Club Development Officer.</p>			
Signature of Acceptance			
Print Name:		Date:	
Signature:			