**Development Officer**

## Overall Objectives

1. To lead all aspect of LPF’s Education and Training programme.
2. To work with existing partners to deliver specific projects.
3. To develop new opportunities to enhance greater access and inclusion for disabled fans.
4. To provide support to clubs and fans with day to day enquires.

**Specific Responsibilities**

1. **To develop and manage existing training programmes to ensure they are up to date in line with key legislation, best practice and current delivery methods.**
2. **To deliver engaging and interactive disability inclusion and etiquette training sessions.**
3. **To promote LPF’s accredited training sessions with clubs, governing bodies and other organisations to encourage sign up.**
4. Handling day-to-day enquiries from clubs and disabled supporters.
5. Working with and building positive relationships with the LPF membership, disabled supporters, clubs and other key stake holders.
6. Creating partnership and networking opportunities to further promote LPF’s services and to develop new opportunities.
7. Support staff at meetings and ‘Regional Forums’ to share best practice and supporter experiences.
8. **To represent Level Playing Field at Conferences, Meetings and other relevant events.**
9. **To play an active role in delivering aspects of Level Playing Field’s annual national campaign, Weeks of Action.**
10. **Leading on LPF’s ‘National Disabled Fans Experience’ survey.**

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| **Person Specification** | | |
|  | **Essential** | **Desirable** |
| **Skills and Knowledge** | * Computer literate (all Microsoft functions). * Excellent briefing and report writing skills. * Developing marketing campaigns to promote services. * Good public speaking and communication skills. * Gathering and processing data. | * Experience of using CRM. * Understanding of how to create accessible media. * Ability to create impactful news stories. * Knowledge of data protection and key legislation. * Understanding of all major social media platforms and how to use effectively. |
| **Experience** | * Delivering and designing training sessions. * Experience of public speaking * Managing & supporting stake holders. * Working in the equality/disability/access and inclusion and/or sports and NGO sectors. * Project management and development. * Drafting briefing reports. * Working towards KPIs. | * Understanding of the social model of disability. * An understanding of accessible sports stadia (accessible facilities and services) for disabled spectators * Youth engagement. * Creating and processing surveys. |
| **Personal Qualities** | * Working under own initiative to achieve goals. * Effective time management. * Team player. * Interest in the sport sector. * Good understanding of the football landscape. * Passionate about inclusion and representing under represented groups. | * Understanding of other sports. * Willingness to guide and support others’ development with delivering training. |