



**WEBSITE:**  
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**TELEPHONE:** 01440  
701237

**ADDRESS:**  
The New Croft,  
Chalkstone Way,  
Haverhill,  
Suffolk  
CB9 0BW

## Job Description

### **Title: Football Development Officer**

**Salary:** Negotiable (email salary expectations with CV & Cover letter, please note this will be dependent on experience).

**Hours:** Full Time (Please note evening & weekend work may be required)

**Working Location:** The New Croft, Chalkstone Way, Haverhill, CB9 0BW

**Line Manager:** Designated Trustees Foundation

**Purpose of post:** To support the delivery of our grassroots football provision, community football programmes and support the delivery of our community football development plan.

### Role Objectives:

- To support the delivery of our community football development plan.
- To provide football development support and advice to our grassroots football provision and the wider community.
- To lead on the recruitment, training, and development of volunteer coaches.
- To support efficient day-to-day operations of our football in the community programs at The New Croft Foundation.
- To support and lead in providing excellent sporting facilities, therefore increasing physical activity on The New Croft site.
- To lead in developing community programmes to support the introduction and retention of new participants within football activity.
- To support, form and grow new community health and wellbeing activities within the local area, with a focus on working with people with disabilities, ethnic minority groups and reducing anti-social behavior.
- To support the delivery of our marketing plan which includes our social media platforms.
- To be a positive team member, bringing creative and innovative ideas to a forward-thinking team.
- To always work safely, efficiently, and effectively.
- To work with key partners both locally and regionally.

## **Person Specification**

### **Key Skills and Experience Required - Mandatory**

- A passion, knowledge and understanding of Football Development.
- A passion, Knowledge and understanding of Sports, Leisure and community facilities.
- Excellent communication skills - written and verbal.
- Excellent IT skills, including the use of Microsoft Office applications.
- Excellent internal & external stakeholder relations and customer service skills.
- Excellent time management and prioritisation skills.
- Ability to play a key role as a part of a team and can demonstrate individual initiative.

### **Key Skills and Experience - Desirable**

- A degree level qualification or at least two years' sports development experience
- A good knowledge of the work and role of the Haverhill Community Sports Association (HCSA) and The New Croft Foundation.
- Practiced at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Knowledge and understanding of working with volunteers.
- A UEFA C or above coaching qualification.

If you feel you demonstrate the necessary skills and attributes required to fulfil the criteria for the vacancy, we will welcome your application. **Please note this is not a specific coaching role but will include elements within the position.**

Should you wish to apply, please email your CV with a covering letter explaining why you are suitable for this role to [peterbetts@thenewcroft.co.uk](mailto:peterbetts@thenewcroft.co.uk) by 9am on Friday 23<sup>rd</sup> January 2026.

Successful applicants will be contacted via phone or email. Should you not receive any correspondence from us, this will mean that unfortunately you have not been selected for interview.

If you have any questions regarding the role, please email [peterbetts@thenewcroft.co.uk](mailto:peterbetts@thenewcroft.co.uk) or phone 07539 229114.