**West Riding County Football Association**

**Business Services Officer (Football Workforce)**

**Role:**  Business Services Officer (Football Workforce)

**Contract Type:**  Fixed Term until 30th June 2021

**Hours per week:** 35 hours – Typically 9am – 5pm hours

**Salary:**  £20,000 - £22,000

**Base:**  West Riding County FA Headquarters, Fleet Lane, Woodlesford, Leeds, LS26 8NX

This exciting position will lead the education of Coaches and Referees across West Yorkshire.

Having focused on our values and prioritised income diversification in our 2015-18 strategy, we are have galvanized the professional workforce and Board to deliver a unified service to our participants and strengthened our balance sheet by investing in commercial ventures that bring the communities of West Yorkshire closer to the

business. The introduction of a new National Game Strategy (2018-2021), a complete HQ refurbishment and the completion of an internal staffing restructure, has energised us to deliver an excellent service to our grassroots football community

This fantastic opportunity reports directly to the Head of Football Development and offers the right candidate the chance to drive a culture of innovation, creativity and excellent customer engagement through successful management of the Football Workforce Education Programme. The role will also require the successful candidate to undertake several of the department’s key functions, namely the management and delivery of the accredited course programme for Coaches, Referees and other grassroots football volunteers.

We are looking for a process driven individual who is proficient in data management and interpretation. The BSO needs to possess an inquisitive attitude to data anomalies using trouble shooting methods to solve data queries. The successful individual will have a primary focus on delivering and operating outstanding processes, with an overall desire to provide a professional and effective service to our Participants.

The BSO will be accountable for the successful delivery of the Workforce Development Programme.

Coach Education and Support – [CLICK HERE](http://www.westridingfa.com/coaches)

Referee Education and Support – [CLICK HERE](http://www.westridingfa.com/referees/development-and-courses/the-fa-referees-course)

The following FA Key Performance Indicators are linked to the role:

* 100% of affiliated Youth teams to have a qualified coach (minimum Level 1)
* # Female Coaches/Referees
* # BAME Coaches/Referees

If you want to be part of a vibrant, enthusiastic and committed team and have a passion for customer excellence and delivery, we would love to hear from you.

You must be able to manage a diverse workload being able to prioritise work according to risk, opportunity and timeframes. You will also have experience of establishing and ensuring compliance with processes, people management, and an appreciation for County FA Football Rules, Regulations and Processes.

Candidates must be able to work both unsupervised and under their own initiative.

For further information on the role, please speak with Steve Dorey, Senior Football Development Officer, on 0113 2821222 Option 2 or email steve.dorey@westridingfa.com.

**How to apply**

To apply for this position, please complete and return the form ‘Application – Business Services Officer (Football Workforce)’ and return either via email to diane.horne@westridingfa.com including ‘Private and Confidential – YOUR NAME’ in the subject title, or via post marked ‘Private and Confidential’ to West Riding FA, Fleet Lane, Woodlesford, Leeds, LS26 8NX.

**Closing date:** 5pm on 23rd July 2019

**Interviews:** Week beginning 29th July 2019

**Equality and Diversity**

We value diversity and welcome applicants from all backgrounds. To ensure our recruitment processes are non-discriminatory and that we maintain a diverse workforce profile, we ask applicants to complete a Diversity Monitoring Form to enable us to collate anonymised data, which helps us to monitor the diversity profile of all our job applicants.

**Safeguarding Children and Vulnerable Adults**

As this role involves direct access to young people under the age of 18 and/or vulnerable adults, the successful candidate will undergo a thorough screening process to ensure their suitability for the role, which will include a Criminal Records Check.