Thank you for your interest in the Gloucestershire FA Ambassador Programme. This leadership programme is for enthusiastic and motivated young people who want to make a difference to how football is delivered in Bristol and Gloucestershire.

GFA Ambassadors share the **vision to lead by example, to inspire, and to represent the thoughts and feedback of Children & Young People to aid the development of football in Gloucestershire.**

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The newly appointed team of youth leaders will build upon the success of last year’s team and continue the momentum towards building youth-adult partnerships and achieving the below outcomes:

* Support local grassroots clubs to create Youth Leadership groups to ensure that young footballers have their voices heard and can make a positive difference
* Gather & utilise feedback to make changes on how football is shaped and delivered across Bristol & Gloucestershire
* Inspire and make it easier for young people to engage with football, in either a playing, refereeing, coaching or volunteering capacity
* Increase the exposure and perception of Gloucestershire FA amongst young people and the wider football network through social media campaigns, events and initiatives

We are looking for individuals who are:

* Excellent communicators with strong relationship building skills
* Innovative thinkers and problem-solvers
* Organised, motivated and able to meet deadlines

Recognising diversity and promoting inclusion is a priority for The FA in our efforts to make football a game For All. We recognise that footballs workforce should represent wider society therefore especially welcome applications from females, those from diverse ethnic backgrounds, people with disabilities, from diverse faith groups and from the LGBTQ+ communities (Lesbian, Gay, Bisexual and Transgender).

If accepted on to the programme, you will be expected to attend meetings arranged as part of the GFA Ambassador Programme. These will be at a location suitable for all members and may be held online.

**All roles within the programme are voluntary. However, out of pocket expenses will be covered with the prior approval of Gloucestershire FA Staff.**

**APPLICATION FORM**

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| **Name:** |  | **Address:** |
|  |  |
| **DOB:** |  |
| **Mobile number:** |  |
| **Email:** |  | **Do you have a driving license and access to a car?**  **YES / NO** |
| **Are you employed full or part-time?**  If so, what is your occupation? |  | |
| **Are you a student?**  If so, which University/College do you attend? |  | |
| **If applicable, your current involvement within sport** (player, volunteer, referee, coach, none etc) |  | |

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| **Available Roles** | **Brief Description** | **Position applying for (please mark X)** |
| **Chair** | This individual will spearhead the group, taking the lead on meetings and designing and shaping the outcomes for the year. They will support the project officers to determine venues, dates and formats of the events. They will also be a key point of contact for members of staff at the County FA. |  |
| **Lead Project Officer (x3)** | As one of three project officers in total, these members of the programme are responsible for leading one of the 3 flagship events. They will lead the event delivery on the day and support the others within the group to work to the timescales required and ensure everything is prepared for the big day! |  |
| **Ambassador (x6)** | We are looking for 5 more Ambassadors to join the 5 existing members. In this role you will support the delivery of 2 of the 3 key events, attend meetings to provide input and shape the decisions made, and analyse the feedback from young people to provide recommendations for the County FA moving forward. Ambassadors will also be given local clubs that they will directly support to set up Youth Leadership groups |  |

* *If applying for a Lead Project Officer role, you will automatically be considered as an Ambassador if unsuccessful.*

***PERSONAL STATEMENT IN SUPPORT OF APPLICATION***

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| **Please provide an overview of why you are applying for the role?** |
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| **Please provide an overview of the skills & experience you will bring to The GFA Ambassador Programme.** |
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| **How has your involvement with sport and/or volunteering impacted your life?** |
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| **Provide an example of when you have worked as part of a team?**  Describe the **context** of the situation  Describe the **action** you took  What was the **result** that came from this? |
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| **Provide an example of when you have shown good leadership to achieve a goal?**  Describe the **context** of the situation  Describe the **action** you took  What was the **result** that came from this? |
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| **In this section, we have provided an example of the sort of project you may work on over the course of the year. Please explain the steps, considerations, and how you would plan to organise and deliver the event.**  **“***‘A youth football club are looking at running a football festival as a fundraiser in Summer 2023. You have been allocated a budget of £500 to use to support the event. The aim of the event is to raise money for the club, but also to gather feedback from young people about their football experiences.”*  **(Max 500 words)** |
|  |

Gloucestershire FA takes the safeguarding and protection of children seriously and the individuals engaged in these roles will be equally passionate in the safeguarding of children and young people and vulnerable adults. You will be required to follow the County FA Safeguarding policy, sign a Safeguarding Code of Conduct (Volunteer) and attend additional County FA safeguarding training. Due to the nature of this post, the successful candidate will be required to undertake an enhanced Disclosure and Barring Service check through The FA DBS process

**Please now complete the enclosed GDPR Recruitment and Selection statement and return to us with your application. We will be unable to process application forms without the GDPR Statement**

**General Data Protection Regulations**

**Recruitment & Selection**

**Privacy Statement**

Gloucestershire Football Association takes your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below and if you would like more information on a particular topic please contact our Data Protection Officer (DPO) by contacting us at [Support@GloucestershireFA.com](mailto:Support@GloucestershireFA.com) .

**Personal Data We Collect**

We collect the following personal data relating to your employment application:

Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number)

Employment history

Qualifications

Equality of Opportunity (Ethnicity, Disability Details) under Special Categories

**How We Use Personal Data**

Your personal data will be used to process your employment application.

**How Long We Will Hold Personal Data**

Successful candidate’s data will be held under the company’s General Data Protection Policy details of which will be made available upon the offer of employment. Full details are available in the staff handbook.

Unsuccessful candidate’s data will be held of a period of 6 months where upon it will be confidentially destroyed.

**Reasons We Share Personal Data**

We may share your personal data with a Human Resources (HR) consultant to aid our selection process.

We will not normally share personal data with anyone else, but may do so where:

* There is an issue that puts the safety of our staff at risk
* We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

* The prevention or detection of crime and/or fraud
* The apprehension or prosecution of offenders

In connection with legal proceedings

* Where the disclosure is required to satisfy our legal obligations

**How We Protect Your Personal Data**

We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

**How to Access & Control Your Personal Data**

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the company holds about them. This includes:

* Confirmation that their personal data is being processed
* Access to a copy of the data
* The purposes of the data processing
* The categories of personal data concerned
* Who the data has been, or will be, shared with
* How long the data will be stored for, or if this isn’t possible, the criteria used to determine this period
* The source of the data, if not the individual
* Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests must be submitted in writing, by email to the DPO at [Support@GloucestershireFA.com](mailto:Support@GloucestershireFA.com). They should include:

* Name of individual
* Correspondence address
* Contact number and email address
* Details of the information requested

When responding to requests, we:

* May ask the individual to provide 2 forms of identification
* May contact the individual via phone to confirm the request was made
* Will respond without delay and within 1 month of receipt of the request
* Will provide the information free of charge
* May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary
* If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

Other data protection rights of the individual: In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

* Withdraw their consent to processing at any time
* Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
* Prevent use of their personal data for direct marketing
* Challenge processing which has been justified on the basis of public interest
* Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
* Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
* Prevent processing that is likely to cause damage or distress
* Be notified of a data breach in certain circumstances
* Make a complaint to the ICO
* Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

NOTE: Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

**Consent**

I have read and consent to my personal data, as detail above, being held and utilised by Gloucestershire Football Association Ltd for the purposes stated.

Signed: ………………………………………………………………. Date: ………………………………….

Please send a copy of your signed application form and GDPR Form to [Support@GloucestershireFA.com](mailto:Support@GloucestershireFA.com) or by mail marked “Private & Confidential” to GFA Boys Development Centre, Gloucestershire FA, Oaklands Park, Gloucester Road, Almondsbury, Bristol. BS32 4AG

To discuss the programme or for any questions, contact Chantelle Thomspon via [Support@GloucestershireFA.com](mailto:Support@GloucestershireFA.com)

Applications must be sent to [Support@GloucestershireFA.com](mailto:Support@GloucestershireFA.com) **before November 18th 2022** to be considered.