



**ENGLAND
FOOTBALL**

LEICESTERSHIRE & RUTLAND COUNTY FA

**FOOTBALL DEVELOPMENT OFFICER
(MALE PATHWAY AND COACHING)**

APPLICATION PACK

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ABOUT LEICESTERSHIRE & RUTLAND COUNTY FA

LRCFA is the governing body for football in Leicestershire & Rutland. We are responsible for leading and serving the game at amateur level, a sector widely referred to as 'Grassroots' football.

LRCFA is committed to making the game of football as safe and enjoyable as possible for all those involved. LRCFA works closely with The FA, the game's Governing Body, in order to ensure that all safety standards are met.

LRCFA MISSION	<i>Working for the benefit of our members and the whole community by delivering the highest standards of service for football in Leicestershire and Rutland</i>
LRCFA VISION	<i>To get as many people playing football in the best possible environment</i>
LRCFA VALUES	<i>Progressive Respectful Inclusive Determined Excellence</i>



THE ROLE

LRCFA is inviting applications for the full-time position of Football Development Officer (Male Pathway and Coaching). We are looking for individuals with the right skills, knowledge, and experience to develop participation opportunities for male players as well as strategically driving support into the club and league network through the implementation of England Football Accreditation. The role will also have an oversight to implement and drive the LRCFA coach development offer. We are looking for individuals who have a passion for driving safer practice in football across Leicestershire & Rutland and as an equal opportunity employer, we welcome applications from all sections of our diverse community.

WHAT CAN WE OFFER?

- An exciting opportunity to be part of a forward-thinking progressing business.
- To work with key stakeholders within grassroots football and the professional game.
- Opportunities to progress your career across the County FA network, with access and commitment to personal development and training opportunities.
- Flexible approach to working to enable you to balance the demands of the role with personal circumstances
- Access Ground Passes for Leicestershire & Rutland County FA affiliated clubs. (Excluding Leicester City FC).
- Employee Assistant Programme which provides access to free advice in areas such as; health and lifestyle, legal, work life, home life.
- Opportunity to apply for tickets to attend Leicester City FC, England or FA Competition matches.

SAFEGUARDING

LRCFA is committed to safeguarding children, young people and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through the FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining the post, as all cases are judged individually according to the nature of the role and information provided.



ROLE PROFILE

JOB TITLE	Football Development Officer (Male Pathway and Coaching)
REPORTS TO	Football Development and Facilities Lead

JOB PURPOSE(S)

- To support delivery of The FA National Game Strategy and the Leicestershire & Rutland County FA (L&RCFA) Business Strategy.
- To develop the male pathway within league, club and recreational environments.
- To strategically drive and support the club and league network within the England Football Accreditation framework.
- To develop and implement a coach development offer which includes a coach CPD offer that supports the development of grassroots coaches.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard.
- To support the adoption of FA technology systems across grassroots football.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

DIRECT REPORTS	N/A
LOCATION	Based at the L&RCFA Headquarters, frequent travel to other locations across the Leicestershire and Rutland will be required with some home working.
WORKING HOURS	37.5 hours per week, some evening and weekend work will be required.
CONTRACT TYPE	Fixed term until 30 th June 2024 with possible extension.
SALARY	From £23,000

RESPONSIBILITIES

- Identify, manage and develop relationships with key partners to meet the strategic objectives of the L&RCFA.
- Strategically develop and deliver an annual action plan to support club and league volunteers, with an emphasis on gaining more FA England Football Accredited clubs and leagues.
- Work with and support England Football Accredited Clubs to achieve full players pathways that meet their development ambitions across the male pathway.
- Support sanctioned leagues in the development of quality competition formats across the male pathway through the achievement and retention of England Football Accreditation status.
- Drive participation via the delivery of The FA Just Play programme for male players by engaging a wide range of stakeholders and targeting a variety of participant groups based upon local demand.
- Facilitate the development of other formats of football (e.g. walking football) that reflect changing participant behaviour and expectations.
- Develop initiatives to ensure that male league, club and recreational football is inclusive and meets the needs of the communities of Leicestershire and Rutland.
- Utilise sources of funding that will be of benefit to volunteers and provide advice and guidance to applicants.
- Deliver a coach CPD programme liaising with the FA coach development workforce and key stakeholders to meet the needs of the game and CFA KPIs.
- Recruit coaches through The FA qualification framework maximising uptake and completion of FA coach education courses.
- Work with stakeholders, internally and externally, to recruit and development ethnically diverse coaches.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Contribute to ensuring that safeguarding and equality are embedded throughout the and grassroots football.
- Risk assess all (L&RCFA) events and activity for under-18s and where the (L&RCFA) directly deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the (L&RCFA) youth engagement strategy.
- Execute tasks as required to meet the L&RCFA changing priorities.

PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL

- Two years sports development or equality and diversity experience.
- Educated to A Level or equivalent.

DESIRABLE

- A degree level sport qualification.

SKILLS

ESSENTIAL

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Project management skills and experience to plan, set and achieve objectives to deadlines.
- Excellent IT skills including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills
- Excellent problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

DESIRABLE

- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Capability to create multiple reports, budgets and plans.

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Practical experience of sports/football development.
- Knowledge and understanding of the barriers to participation.
- Knowledge of and commitment to equality, diversity and inclusion.
- Knowledge of safeguarding requirements within grassroots football.
- Knowledge of The FA Coaching Qualification Framework.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.
- Some knowledge of the male player pathway.

DESIRABLE

- Knowledge of the FA's National Game Strategy.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.
- Experience of monitoring and evaluation of programmes

ENHANCED DBS CHECK REQUIRED?

Yes

CLEAN, FULL DRIVING LICENCE?

Yes



THE JOB HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE VALUES AND BEHAVIOURS DESCRIBED BELOW

FA VALUE	BEHAVIOURS
PROGRESSIVE	<p>Embraces new thinking in pursuit of continuous improvement:</p> <ul style="list-style-type: none"> • Identifies the need for, and actions change in direction, practice, policy or procedure • Questions the way things are done and takes informed risks • Continuously seeks to improve efficiency and performance
RESPECTFUL	<p>Sets the standards for respectful behaviour across the game</p> <ul style="list-style-type: none"> • Maintains people's self-esteem when interacting with them • Avoids pre-judgement when listening to suggestions from others • Seizes the opportunity to apply LRCFA standards at all times
INCLUSIVE	<p>Champions end ensures that football is, and will remain, a game for everyone</p> <ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game • Provides equal opportunity to people of different backgrounds, experience and perspective • Seeks out and embraces new ways of thinking and working
DETERMINED	<p>Tenacious and accountable. Serving the whole game and doing the right thing</p> <ul style="list-style-type: none"> • Works relentlessly to overcome roadblocks or obstacles to achieve the goal • Remains focused on seeing agreed goals through to completion taking pride in their work • Maintains motivation for their team and themselves
EXCELLENT	<p>The very best outcome achieved by sustained excellence in performance</p> <ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times • Can be persistent to achieve a standard that others consider impossible • Challenges others to go further and achieve more

HOW TO APPLY

- Complete the **Online Application Form**, explaining in details how you are suitable for the role. Applications must be submitted by no later than **10am on Monday 24th October**. Please note that no applications will be accepted after this time.
- The application form cannot be saved so we recommend completing in a word document prior and transferring to the application form ahead of submission.
- Provide the **Equality and Diversity Monitoring Form** and return to **Jobs@LeicestershireFA.com** Please note that completing this form is entirely voluntary.
- LRCFA is committed to equality of opportunity for all. We would welcome applications from women, people with Disabilities and Black, Asian and Minority Ethnic Communities as they are currently underrepresented within the organisation.
- **Click here** to see the LRCFA Safer Recruitment Policy

SELECTION PROCESS

- Applicants selected will be contacted by no later than **5pm on Thursday 27th October**. If you have not heard from us by this date unfortunately you have been unsuccessful on this occasion.
- Interviews will held at Holmes Park, Whetstone, in week commencing **Monday 31st October**
- If required, second interviews may be held in order to determine the most suitable candidate for the role.

If you have any queries regarding the role, please contact Shaun Waite, Football Development and Facilities Lead on Shaun.Waite@LeicestershireFA.com

