

Manchester Football Association

Independent Chair of Manchester FA Women & Girls’ Working Group

Manchester FA

**Independent Chair of Women and Girls’ Working Group**



**An introduction from the CEO**

Dear Applicant,

Manchester FA is looking to recruit a dynamic individual to lead the development and support of Women & Girls’ football. The role is voluntary and will assist our Football Development Officer (Women & Girls’) and help to support the growth and development of the Women & Girls’ game across Greater Manchester. We are looking for an individual who has a credible knowledge and understanding of the female game and with the drive and passion to help overcome the challenges facing women and girls’ football locally.

Since its establishment in early 2018, members of the W&G WG have identified a range of opportunities to support the hundreds of volunteers already committed to developing the game here in Greater Manchester. The group meets up to half a dozen times a year, and members of the group actively contribute to Manchester FA’s goal to support the national target of doubling participation in female football.

**The Independent Chair** will lead the Women and Girls’ Working Group and assist the FDO (Women and Girls’) strategically, helping to support the development of our broad football offer for female participants. We are looking for individuals who have a credible knowledge and understanding of Women’s and Girls’ football and have a passion for grassroots football within Greater Manchester.

To join the W&G WG you must be able to demonstrate our three core business values of; **passionate, inspiring and professional.**

We have put together a pack which includes the following:

1. **Member Role Profile**
2. **The Terms of Reference** of the Women and Girls Working Group
3. **The Application Form**

The pack provides all the necessary information that you require to submit an application. Should you have any questions about the role or require clarity on the information pack, you can contact Olivia Laiker at [Olivia.laiker@manchesterfa.com](mailto:Olivia.laiker@manchesterfa.com)



**Colin Bridgford**

**Chief Executive Officer**

**Manchester County FA**



**Manchester FA**

**Independent Chair of Women & Girls’ Working Group**

**Voluntary / Expenses**

We are looking for a dynamic, self-motivated individual with a ‘can do’ attitude who wants to make a positive contribution to Women and Girls Football in Greater Manchester by joining the Women and Girls’ Working Group (W&G WG).

**The Independent Chair** will lead the Women and Girls’ Working Group and assist the FDO (Women and Girls’) strategically, helping to support the development of our broad football offer for female participants. The group meets at least quarterly and members work strategically and tactically to ensure effective and cohesive delivery of our broad football offer for female participants, making Women and Girls football in Greater Manchester the very best it can be.

The successful applicant will need to be able to demonstrate their commitment and experience within Women and Girls’ football and their ability to deliver Manchester FA’s three core values of; **‘passionate, inspiring and professional’**. We will also consider applications from individuals with relevant key skills for our future projects e.g. events management, communication, media/marketing where the individual may lack direct experience but have a desire to learn more about or interest in the female game.

**What can we offer?**

* An exciting opportunity to be part of a forward thinking, progressive business.
* The chance to work with key stakeholders within both the grassroots and professional game.
* A commitment to personal development.
* Opportunity to plan and deliver events that showcase girls/women and football in Manchester.

**How to apply:**

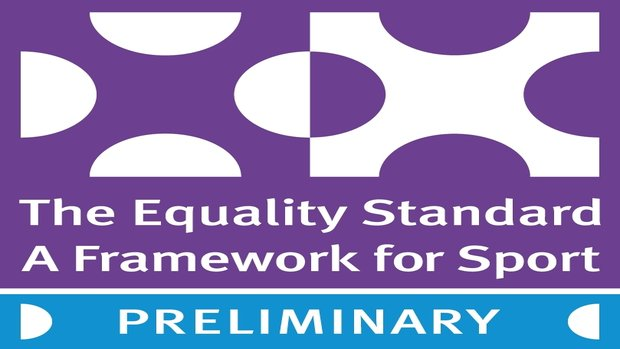
Applications will be accepted upon the completion of the **application form** contained in this member information pack. It is essential that applicants clearly demonstrate why they wish to be involved in the working group, explaining how their experience and technical skills will assist them.

Recruitment for this voluntary role will be based on experience, the ability to fulfil the role and also the following key behavioural competencies:

* Collaborative Teamwork
* Creating Solutions
* Customer Excellence & Quality
* Influential Communication
* Inspiring Others to Succeed

**The interview process:**

We are looking to interview potential members and if shortlisted, you will be contacted by Olivia Laiker to arrange a suitable time to meet and discuss the opportunity.



**The deadline for applications is 12 noon on Friday 17th January 2020.**

As this role may involve direct access to young people under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check, to ensure their suitability for the role.

**Manchester FA is committed to equality of opportunity and welcomes applications from all sections of the community.**



**Manchester FA**

**Independent Chair of the Women & Girls’ Working Group**

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| **Role Title:** | Independent Chair of Women and Girls’ Working Group – Voluntary Role | | |
| **1. Role Purpose** | | | |
| * To lead, challenge and guide the delivery of the FA’s Game Plan for Growth to double participation in Women and Girls’ Football across Greater Manchester. * To provide strategic guidance to the Football Development Officer (Women & girls’) ensuring that participation opportunities are provided for players of all ages and abilities. * To give guidance and valuable insight on the picture of football within Clubs and Leagues providing Women and Girls’ opportunities. * To champion women and girls’ in football, working to ensure football and its participants, coaches, referees and volunteers are representative of the Greater Manchester population. | | | |
| **2. Principal Accountabilities/Responsibilities** | | | |
| **Key Responsibilities**   * To support the growth and co-ordination of the FA Wildcats programme across Greater Manchester * To support the implementation of plans for mini-soccer (U7-U10) and youth football (U11-U18) across leagues, clubs and schools. * To ensure there is a clear and accessible pathway from youth to adult female football. * To provide guidance relating to local partnerships and stakeholder engagement to facilitate collaborative delivery. * To check and challenge coach and referee education opportunities offered by Manchester FA to female participants, ensuring accessibility and relevance. * To support and attend MFA meetings and events as and when required. * To be responsible for ensuring the Women and Girls’ Working Group are representative of the female game   **Strategy & Vision**   * To ensure the Women and Girls Football Development Plan for Greater Manchester is comprehensive and, importantly, being delivered effectively. | | | |
| **3. Knowledge/Experience/Technical Skills/Behaviours** | | | |
| **a) Knowledge/Experience/Technical Skills** | | | |
| **Essential:**   * The ability to demonstrate MFA’s three core values. * Be able to demonstrate the ability to plan, drive and deliver / chair meetings. * Good IT skills and ability to interact remotely via WebEx/Skype. * Excellent communication and presentation skills. * Excellent interpersonal and team work skills. * Ability to work independently and deal with and manage conflict. * Diplomacy and the ability to deal with confidential information. * An in-date FA Criminal Records Check (this will be provided where required) * Skills that would benefit delivery of events and projects (specify) | | | **Desirable:**   * Have credible knowledge of and experience in Women and Girls’ football. * An understanding of The FA National Game Strategy * Knowledge and understanding of sports equity and equality. * Knowledge and experience of working with Manchester FA Members. * Knowledge of League and Club Structures. * Knowledge of The FA’s Gameplan for Growth. * Knowledge of non-traditional organisations that support volunteers in the grassroots game. |
| **b) Behaviours** | | | |
| * Collaborative Teamwork * Customer Excellence & Quality * Inspiring Others to Succeed | | | * Creating Solutions * Influential Communication |
| **Completed by Name/Role:** | | Colin Bridgford/Chief Executive Officer at Manchester FA | |



Manchester FA

**Independent Chair of the Women & Girls’ Working Group**

# Completing and returning the Application Form

Please complete the application form and return to Olivia Laiker, Football Development Officer (Women & Girls’) at Manchester FA on or before **12 noon on Friday 17th January 2020.** The form can be either sent by post or by email to [olivia.laiker@manchesterfa.com](mailto:olivia.laiker@manchesterfa.com). Postal applications are to be addressed; Strictly Private and Confidential, for the attention of the Football Development Officer (Women & Girls’), Manchester FA, Manchester Tennis & Football Centre, 9 Sportcity Way, Etihad Campus, M11 3DU.

The decision to invite you to attend for interview will be based on the information you provide on this form. Manchester FA is an Equal Opportunities Employer.

Position applied for

# Personal Details

## Please complete in block capitals

First Names Surname

Mr/Ms/Mrs or preferred title Date of birth

Address

Post Code Email Address

Do you have an FA Number (FAN) If so, please provide

When is the most convenient day and time to contact you?

What is the best number to contact you on?

Yes / No

Do you hold a full current driving licence?

Expires:

Yes / No

Do you have an in-date FA Criminal Records Check (CRC)

If you do not hold an FA CRC, it will be a requirement for this to be completed before appointment.

### Education and Training

Please provide details of your education, qualifications and training that you have completed or are currently undertaking.

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| --- | --- | --- | --- |
| *Dates* | *Institution* | Course or Qualification | *Level* |
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Please insert additional rows in the table above if required.

### Employment and/or Volunteering History

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, your job title and brief details of your responsibilities. Also include salary and benefits package.

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| --- | --- | --- | --- |
| *Dates* | *Employers name/nature of business* | Job title | *Key Responsibilities* |
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Please insert additional rows in the table above if required

### How do I meet the requirements of the Role as Independent Chair of Women & Girls’ Working Group?

Please outline the skills and experience that you have that are appropriate to demonstrate your suitability for the advertised role and how you would meet the knowledge, experience and technical skills required. Please do include any paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. In your application please ensure you have read and fully understand the role advertisement and the role description provided.

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### How do I meet the values of Manchester FA?

Manchester FA’s culture and organisational structure is built on the three principle core values. Please provide evidential information and experiences of how you best demonstrate Manchester FA’s three core values?

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### Additional Information

Manchester FA is aware of its obligations, under the Disability Discrimination Act 1995, now formally the Equality Act 2010, to carry out reasonable adjustments where needed for job applicants who have a disability. Please detail any adjustments you will require to be made, if you are invited to attend for interview.

Have you ever been convicted of a criminal offence (apart from spent convictions under the Rehabilitation of Offenders Act 1974)?

Are there any outstanding charges against you?

If the answer to either or both of these questions is yes, please give the date, nature of the offence and the fine or sentence (if convicted).

### References

I agree that any offer of a role with Manchester FA is subject to satisfactory references. Please provide the name and addresses of two referees. If your choice of referees does not include your most recent/present employer we do reserve the right to request a reference from your last employer in place of, or in addition to the two provided below. Personal references should be given only when there is no previous employer or educational establishment to which reference can be made.

|  |  |  |
| --- | --- | --- |
|  | First Referee | Second Referee |
| Name |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone |  |  |
| Relationship to you |  |  |

**Declaration**

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

**\*If returning this application form by email, please ensure your signature is scanned and inserted in the signature box below.**

\*Signature:

Date:

**Please complete and return your application form before 12 noon on Friday 17th January 2020.**

**Either email your application form to** [**olivia.laiker@manchesterfa.com**](mailto:olivia.laiker@manchesterfa.com)

**Or via post, address as follows:**

**Strictly Private and Confidential**

**Olivia Laiker, Football Development Officer (Women & Girls’)**

**Manchester FA, Manchester Tennis & Football Centre, 9 Sportcity Way, Etihad Campus, M11 3DU**