

Manchester Football Association

Independent Chair of Membership Working Group



Manchester FA

**Independent Chair of Membership Working Group**



**An introduction from the CEO**

Dear Applicant,

Manchester FA is looking to recruit a dynamic individual to help lead membership within Greater Manchester. The role is voluntary, will assist our Business Development Manager strategically and help to coordinate the activity and engagement of our Membership Working Group. We are looking for an individual who has a credible knowledge and understanding of membership and has an undoubted passion for grassroots within Greater Manchester. The person must offer valued leadership and have the required skillset to drive membership in Greater Manchester forward.

The Independent Chair of Membership Working Group will form a vital part of the governance structure within ‘Our Game in Manchester’. Working closely with the Business Development Manager, the successful applicant will ensure a strategic vision that further provides benefit to Grassroots participants. The applicant must have an excellent understanding of the MFA’s Business Plan and be able to illustrate how their leadership will enable Manchester FA to develop the very best offer for our members.

It’s an exciting, but challenging opportunity with the incentive of being part of a team that is highly regarded by The FA and grassroots for leading change. To join our team and be successful you must be able to meet our three ‘core’ business values and within both your application and the whole recruitment process the panel must be convinced of your Passion, Inspiration and Professionalism.

The pack includes the following:

1. The role advertisement
2. The role profile
3. How to apply – 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 recruitment pack you can contact our Business Development Manager Joel Buckle via email [Joel.Buckle@manchesterfa.com](mailto:Joel.Buckle@manchesterfa.com) or mobile 07826 946632.

Regards,

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**Colin Bridgford**

**Chief Executive Officer**

**Manchester County FA**

**Manchester FA**

**Independent Chair of Membership Working Group**

**Voluntary / Expenses**

Membership is what makes Manchester FA different to other County FA’s. For many participating in grassroots football will provide memories that will last a lifetime and it is membership that aims to make participating in football the best experience possible. Whether a player, coach, referee or volunteer, membership aims to provide a diverse range of benefits to enhance participants experience in the grassroots game, keeping them involved for life but also attracting new participants.

Since our move to membership in 2014 we have developed five memberships that are currently on offer and we are looking for our Membership Working Group to help evolve these current propositions but also help develop new memberships that can be offered to further participants.

We are looking for a dynamic, self-motivated individual with a ‘can do’ attitude who wants to make a positive contribution to Membership in Greater Manchester.

The role will work alongside the Business Development Manager and lead the Membership Working Group (MWG) to deliver effectively and cohesively ensuring membership in Manchester is the very best it can be. The successful applicant will need to be able to demonstrate, both in their application and at interview, their ability to deliver within our County FA’s three core values; **‘Passionate, Inspiring and Professional’**.

The successful applicant must also be able to demonstrate excellent communication and influencing skills.

**What can we offer?**

* An exciting opportunity to be part of a forward thinking, progressive business.
* To work with key stakeholders within the grassroots and the professional game.
* A commitment to empowered and supportive personal development.

**How to apply:**

Applications will be accepted upon the completion of the application form contained in this recruitment pack. It is essential that applicants clearly demonstrate their ability to meet the requirements of the role, explaining how their experience and technical skills will assist them.

Recruitment for the voluntary role will be based on both the technical 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:**

Those shortlisted will be required to present their vision for membership in Greater Manchester and how their skills and attributes will see us succeed. The interviews will take place week commencing **4th March**.

**The closing date for applications is 12 noon on Thursday 28th February 2019.**

FA DBS Check - As this role may involve direct access to young persons 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 an FA DBS Check, to ensure their suitability for the role.

**Manchester County FA is committed to equality of opportunity and welcomes applications from all sections of the community. Manchester County FA’s Equality Statement is available on request.**



Manchester FA – Independent Chair of Membership Working Group

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| --- | --- | --- | --- | --- |
| **Role Title:** | Independent Chair of Membership Working Group | | | |
| **1. Role Purpose** | | | | |
| * To deliver an effective, constructive and cohesive Membership Working Group (MWG). * To support the effective delivery of the MFA Membership Strategy and report to our Governance Structure of ‘Our Game in Manchester’ and Executive Management. * To assist the Business Development Manager (BDM) in the growth of the MFA Membership provision. To support and develop a Strategic vision for membership in Greater Manchester with the BDM. | | | | |
| **2. Principal Accountabilities/Responsibilities** | | | | |
| **Strategy and Vision**   * To ensure the Membership Strategy for Manchester is effective and importantly, being delivered.  MWG Agendas, Papers/Packs and Presentations  * To support the BDM to recruit and inspire the very best and talented MWG possible. * To facilitate engagement with the grassroots community by providing a forum for discussion. * To prepare the Agenda for MWG Meetings. * To work closely with the BDM to ensure membership success and growth. * To ensure that MWG action points are documented and actioned. | | | | |
| **3. Knowledge/Experience/Technical Skills/Behaviours** | | | | |
| **a) Knowledge/Experience/Technical Skills** | | | | |
| **Essential:-**   * To demonstrate the ability to plan, develop, deliver, drive and review projects. * Be able to demonstrate the ability to chair meetings. * The ability to demonstrate MFA’s three core values, Passionate, Inspiring, Professional. * An excellent knowledge of The FA National Game Strategy and FA Business Plan. * Excellent IT skills and ability to interact remotely via WebEx/Skype. * Excellent communication, presentation and teamwork skills. * Creative & Strategic thinking. | | | | **Desirable**   * Knowledge and experience of working with Manchester FA Member Clubs and Leagues. * Knowledge of League and Club Membership Scheme. * Knowledge of Manchester FA Refereeing Membership Scheme. * Knowledge of other Partnerships and Stakeholder engagement. * Knowledge of non-traditional organisations that support volunteers in the grassroots game. * Experience of implementing policies, protocols and guidance. * Experience of working in a membership organisation. |
| **b) Behaviours** | | | | |
| * Creating Solutions * Influential Communication * Collaborative Teamwork | | | * Inspiring Others to Succeed. * Customer Excellence and Quality | |
| **Further Information** | | | | |
| Completed by Name/Role | | Colin Bridgford / Chief Executive Officer at Manchester FA | | |
| Signature | |  | | |
| Date | | February 2019 | | |

# /Users/jamesbiddulph/Desktop/Letterhead (Bottom)- Fade.pngCompleting and returning the Application Form

Please complete the application form and return to Joel Buckle, Business Development Manager at Manchester FA on or before **12 noon Thursday 28th February 2019.** The form can be either sent by post or by email to [Joel.Buckle@ManchesterFA.com](mailto:Joel.Buckle@ManchesterFA.com) Postal applications are to be addressed; Strictly Private and Confidential, For the attention of the Business Development Manager, Manchester FA, The Tennis & Football Centre, 9 Sportcity Way, Etihad Campus, Manchester, 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.

Independent Chair of Membership Working Group

Position applied for

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Personal Details

## Please complete in block capitals

First Names Surname

Mr/Ms/Mrs or preferred title Date of birth

Address

Post Code Email Address

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

What is the best number to contact you on?

Do you hold a full current driving licence?

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

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

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### 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 Role* | *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 Membership?

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 you 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).



**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 Thursday 28th February 2019.**

**Either email your application and equality and diversity form to** [**joel.buckle@manchesterfa.com**](mailto:joel.buckle@manchesterfa.com)

**Or post it to the below address: Strictly Private and Confidential**

**Joel Buckle, Business Development Manager,**

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