**Middlesex Football Association**

**Recruitment Pack:**

**Head of Participation & Development**

Dear Applicant

**Re: Head of Participation & Development**

Thank you for your request for an application pack for the above vacancy and have pleasure in enclosing the application form and job description.

We would welcome your application if the job appeals to you and you feel that you can demonstrate that you meet the criteria.

If you wish to apply, please ensure that your completed application form is submitted to me by 5pm on Wednesday 30th January 2019 in an envelope addressed for my personal attention and marked ‘Private and Confidential’ or by email to [leigh.oconnor@middlesexfa.com](mailto:leigh.oconnor@middlesexfa.com).

It is not mandatory to complete the monitoring form and non-completion will not affect your application. However, if you do wish to complete the form, please return it with your application in a blank envelope to ensure anonymity.

We pride ourselves on providing a membership focused service and the successful post holder will need to demonstrate empathy to that approach.

The post is wholly funded by the Football Association initially until 30th June 2021 but we would hope to extend beyond this date subject to funding.

Please note that you will be informed by Friday 1st February if you have been short listed for interview. Only candidates invited to interview will be contacted, unsuccessful candidates will not be contacted. The proposed interview date is 12th February 2019.

I look forward to receiving your completed job application form.

Yours sincerely

**Leigh O’Connor**

**Chief Executive**

**Application form: Head of Participation & Development**

To be returned to:

Leigh O’Connor, Chief Executive, Middlesex FA, Rectory Park, Ruislip Road, Northolt, UB5 5FA marked ‘Private and Confidential’ or by email [leigh.oconnor@middlesexfa.com](mailto:leigh.oconnor@middlesexfa.com)

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| Address |  |
|  |  |
|  |  |
| Post Code |  |
| Contact Telephone Number |  |
| Mobile Telephone Number |  |
| Email Address |  |
| Do you consider yourself to have a disability? Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process |  |
| Do you need a work permit to work in the UK? |  |
| If appointed, what period of notice are you required to give your current employers? |  |
| How did you hear about this vacancy? |  |
| Please give the names and address of two referees who can be contacted (only in the event of your being offered the position). Please state in what capacity they are known to you (i.e. Personal or employer, etc) | |
| Reference One | |
| Reference Two | |
| Do you hold a current Football Association issued Criminal Records Bureau certificate? YES / NO | |

Please return this form together with your CV and a covering letter why you are applying for this position.

*I certify that the above are correct details and that any offer of employment would be subject to satisfactory references. I also consent to the MCFA making verification checks as appropriate.*

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To assist us in monitoring that the wider community is being made aware of our vacancies, you are invited to complete the following form. It is not mandatory and non-completion will **not** affect your application. Please detach and return in an unmarked envelope with your application form.

**Ethnic background.** Please choose one category from A to E and then please mark X in the appropriate box to indicate your ethnic background

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A White** |  | **B Mixed** |  | **C Asian or Asian British** |  |
| English |  | White & black Caribbean |  | Indian |  |
| Irish |  | White & black African |  | Pakistani |  |
| Scottish |  | White & Asian |  | Bangladeshi |  |
| Welsh |  | Other |  | Other |  |
| Other |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **D Black or Black British** |  | **E Chinese or Other Ethnic group** |  |
| Caribbean |  | Chinese |  |
| African |  | Other |  |
|  |  |
| Other |  |

Do not wish to disclose Yes No

**Disability**

Do you consider yourself to be a disabled person? Yes No

If you have indicated yes please mark X in all the boxes that apply to you:

|  |  |  |  |
| --- | --- | --- | --- |
| Hearing impairment |  | Physical impairment |  |
| Learning difficulty / disability |  | Visual impairment |  |
| Mental health issues |  | Do not wish to disclose Yes No | |

**Religion**

|  |  |  |  |
| --- | --- | --- | --- |
| Buddhist |  | Muslim |  |
| Christian |  | Sikh |  |
| Hindu |  | No active faith |  | |
| Catholic |  |  |  | |
| Jewish |  | Any other religion (please write in) |  | |
| Do not wish to disclose Yes No | |
|  | |

**Sexual orientation**

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual |  | Lesbian |  |
| Gay |  | Bisexual |  |
| Do not wish to disclose |  | Other (please write in your preferred description) |  |

** Middlesex Football Association**

**Job Description:**

|  |  |
| --- | --- |
| **Role** | Head of Participation & Development |
| **Hours per week** | Full Time (35 Hours Per Week) |
| **Starting Salary** | £35k per annum |
| **Location** | Middlesex FA Offices with regular travel across the County |
| **Reports to** | Chief Executive |

**Role purpose:**

* Effectively lead the day to day delivery of the Middlesex FA’s Participation and Football Development priorities and targets in partnership with key stakeholders.
* To Lead the delivery of the National Game Strategy in Middlesex
* To Lead and manage the delivery of the County FA Facility and Investment Strategy in partnership with key stakeholders.

**Key Accountabilities & Responsibilities:**

* Effectively lead, manage and develop the Participation and Development team to deliver the Middlesex FA strategic plan targets. Including increasing participation opportunities for players, coaches, referees and volunteers.
* Strategic area wide planning for borough wide football partnerships, effectively engaging leagues, clubs, local authorities, health, etc to develop holistic delivery &workforce plans and maximising resources and technology.
* Use national and local insight to develop and deliver programmes and services to customers that meet customer expectations.

* Effectively manage and administer budgets and resources, providing monthly reports and delivering results on time and within budget.
* Oversee the coach education (Middlesex Learning) programme to maximise income streams and provide qualifications for the workforce
* Develop a culture of performance management and maximise the use of resources
* To lead on the protection and enhancement of football facilities across the CFA and support and assess new facility projects Develop strategic relationships with key partners to support the development of participation opportunities, football facilities and delivery of the CFA Business Plan.
* Support the production of strategies, operational and project plans and monitor and evaluate all programmes and report progress to CEO, Board, The FA and other partners
* Lead on embedding inclusion and equality across the organisation
* Ensure safeguarding is embedded within the Participation and Development Team
* Promote the activities of the County Association
* To support the delivery of other key areas of the business as required.

**Experience:**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| * Significant experience of strategic Sports Development * Significant experience in influencing * Experience of working with partner organisations to deliver strategic plans that have resulted in sustainable outcomes * Proven track record of effectively managing staff and teams * Ability to monitor and evaluate programme delivery across a diverse range of subjects * Demonstrate a working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice * Experience of delivering presentations and workshops to wide and diverse stakeholders to influence positive change. * Experience of managing budgets and delivering savings * Able to multi-task and with results on time and within budget * Experience of report writing, ability to use emails and Microsoft Office including Word and Excel * Driving licence | * Knowledge of funding agencies and experience of funding bids * Knowledge of the structure and organisations within football * Sports / Management qualification * Experience of running a grassroots club or league * Demonstration of Equality in action * Knowledge and experience of the development and protection of sports facilities |

**Values – as defined by Middlesex Football Association:**

* We are Committed
* We are Connected
* We are Collaborative
* We are Creative

**Further information:**

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive.  The responsibilities, skills, experience and behaviours might differ from those outlined and other duties, as assigned, might be part of the job.

As this role involves direct access to young persons under the age of 18, 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.