



THE
FDC
FOOTBALL DEVELOPMENT CENTRE

NORFOLK COUNTY FA CAREERS

WORKING TOGETHER TO SUPPORT
#NORFOLKFOOTBALL

FDC OPERATIONS ADMINISTRATOR

DEPARTMENT	Facilities & Development
REPORTS TO	FDC Manager
LOCATION	County HQ, Clover Hill Road, Norwich, NR5 9ED
CONTRACT TYPE	Full-time, permanent
HOURLY RATE	Aged 23+ - £10.42 per hour Aged 21 / 22 - £10.18 per hour Aged 18 / 20 - £7.49 per hour
CLOSING DATE	17/03/23

APPLY

EQUALITY & DIVERSITY FORM



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OUR ORGANISATION

Norfolk County FA is the not-for-profit, governing body of football in Norfolk. Founded in 1881, it governs, regulates and develops grassroots football across the County, sitting under the umbrella of The FA.

We oversee 12 leagues, 270 clubs and over 1500 teams, with over 25,000 participants of all ages playing football each week. Thousands more people of all demographics are involved in the local game via coaching, refereeing, and volunteering.

We manage 11 County Cup Competitions each season, oversee match official recruitment and appointments, and operate 3 state-of-the-art football facilities known as our Football Development Centres (FDC's). Our flagship venue is The FDC in Norwich which boasts the newly developed Harrod Sport Arena as well as multiple small-sided 3G pitches, along with a fully licensed bar and café.

We pride ourselves in being one of the most forward-thinking County FA's in the Country:

[Norfolk Football – A strategy for everyone.](#)



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WORKING FOR US

We believe that Norfolk FA is a great place to work.

We are proud of our positive culture, innovation, and one team ethos as a workforce. Every member of staff has a part to play in the development of #NorfolkFootball, and together we can change lives within the local communities around the County.

We offer flexible working hours where possible, Nike teamwear kit, employee perks and benefits designed by our staff well-being working group, professional development and training opportunities, and great progression pathways across the staff structure.

Employees can be based across our three Football Development Centres, or within the new County Headquarters Office located on the grounds of The FDC in Norwich. Where appropriate, staff have the ability to work across multiple venues.



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THE ROLE

- To lead the administration of FDC birthday party packages, including dealing with initial enquiries, confirmation of bookings and on the day hosting (which could include Birthday party session delivery)
- To lead the administration of functions and room hire at the FDC, dealing with initial enquiries, confirmation of bookings, and on the day coordination.
- To support the administration of pitch hire bookings, and delivery of FDC events such as tournaments and cup finals
- To take beverage and food orders from customers and serve as requested from the FDC café and bar
- To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FA's



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KEY RESPONSIBILITIES

FDC Initiatives

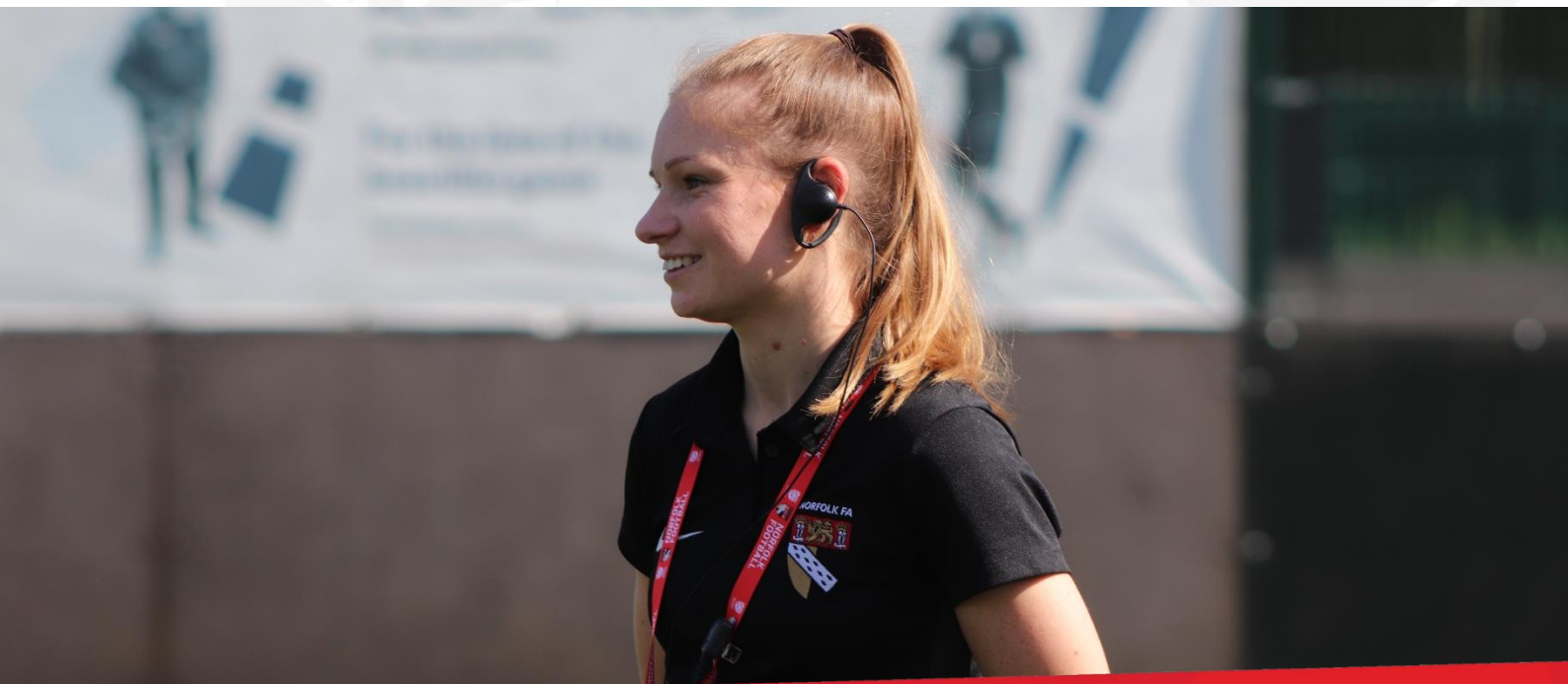
- Children's Birthday parties
- Functions
- Meeting Room Hire
- Hosted events such as Cup Finals, charity matches and tournaments

FDC Booking Procedures

- Booking and confirming pitch hire and events, including payment processing
- Updating the Programme of Use, Online Booking System and Outlook Calendar
- Ensuring all relevant booking / application forms are completed fully and filed accordingly

FDC Café & Bar

- Taking and serving beverage and food orders via the FDC café & bar
- Maintaining a clean café & bar area before, during and after usage
- Taking payments via the facility's cash registers



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PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS / TRAINING

ESSENTIAL

- None

DESIRABLE

- Minimum of English & Maths GCSE (or equivalent)
- Clean, full driving license
- FA Level 1 / Introduction to coaching qualification
- Relevant safeguarding training

SKILLS

- Sound organisation and planning skills
- Ability to work on your own and as part of a team
- Be able to demonstrate the use of individual initiative
- Excellent interpersonal, communication, and customer service skills
- IT literacy
- Excellent attention to detail
- Experience of using Microsoft Office including Outlook, Word, Excel & PowerPoint
- Evidence of innovation and problem solving
- Sound numeracy skills

KNOWLEDGE AND EXPERIENCE

- Experience of organising birthday parties, functions and events
- Previous experience of working in a bar and or cafe
- Excellent communication and customer service skills
- Previous experience of money handling
- Knowledge of grassroots football and its structures
- Knowledge of The FA's Grassroots Football Strategy
- Experience of project management

ENHANCED DBS CHECK REQUIRED?

Yes, with a check of relevant barred lists



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NORFOLK FA DNA

The job holder will be expected to understand and work in accordance with the values and behaviours described below:

DNA

BEHAVIOURS

INCLUSIVE

'Having inclusion at the heart of the way that we work and operate'

- Openly collaborates with colleagues, individuals, and partners in the game
- Provides equal opportunity to people of different backgrounds, experience, and perspective

EMPATHETIC

'Demonstrating empathy with colleagues, individuals, and partners that we work with'

- Considers the impact that decisions and views may have on other people's feelings
- Demonstrates a caring and supportive approach to the thoughts and feelings of other staff members

INNOVATIVE

'Continuously looking at new ways and ideas to ensure Norfolk Football moves forward'

- Seeks out and embraces new ways of thinking and working
- Utilises the resources available to achieve the best possible outcome

PASSIONATE

'Demonstrating an enthusiasm and drive to serve Norfolk Football'

- Focused on seeing agreed goals through to completion, taking pride in their work
- Works relentlessly to overcome roadblocks or obstacles to achieve goals

TRANSPARENT

'Offering total visibility and demonstrating integrity within everything we do'

- Provides open communication internally and externally, where appropriate
- Demonstrates accountability for actions and behaviours



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WORKING HOURS

Full-time – 37.5 Hours Per Week

The FDC is open 7 days a week and working hours vary in line with the operational needs of the Association and the facility. A typical example week would be two late shifts (3pm-11pm or 1pm-9pm) and three day shifts (9am-5pm or 10am-6pm). Regular Saturday working will be required.

FURTHER INFORMATION

If you have any questions regarding this role or any of the information enclosed within this job pack please email Ian.Grange@NorfolkFA.com.



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So, you want a career in football? Well now's your chance!

Work with a great group of people in an exciting and fast paced environment that has the development of the beautiful game at its core.

Make a difference and play your part in changing lives through the power of grassroots sport.

Join us!

APPLY

EQUALITY & DIVERSITY FORM

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

Norfolk County Football Association embraces the diversity of Norfolk Football and promotes equal opportunities for all. We welcome applications from all candidates regardless of age, race, disability, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, sex and religion or belief.

Norfolk County FA is committed to safeguarding children 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 this post, as all cases are judged individually according to the nature of the role and information provided.



Norfolk County Football Association Ltd
Registered Office: Norfolk County FA, theFDC, Clover Hill Road, Norwich, NR5 9ED
Incorporation No: 3830562 England
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