



THE  
**FDC**  
FOOTBALL DEVELOPMENT CENTRE

# **NORFOLK COUNTY FA CAREERS**

**WORKING TOGETHER TO SUPPORT  
#NORFOLKFOOTBALL**

## **FOOTBALL DEVELOPMENT OFFICER (MALE PATHWAY & COACHING)**

DEPARTMENT	Football Development
REPORTS TO	Football Development Manager
LOCATION	County HQ, Clover Hill Road, Norwich, NR5 9ED
CONTRACT TYPE	Full-time, Permanent
SALARY	£21,000-£26,000 per annum
CLOSING DATE	24/08/22

**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 1,500 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 support delivery of the County FA's Business Strategy and The FA Grassroots Football Strategy locally.
- To retain and grow traditional football participation (incorporating Adult Male, Youth and Mini Soccer) by working with affiliated clubs and leagues.
- To develop and deliver the County FA's Coach Development Strategy, creating a culture of coaching excellence through the provision of high-quality coach development opportunities locally, in order to meet the needs of grassroots football, and in line with FA Education.
- Coordinate and oversee the County FA's Youth Council, ensuring all delivered activities align to the strategic need of the business.
- To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.



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## KEY RESPONSIBILITIES

### Male Pathway

- Plan and deliver programmes to retain and grow participation associated to the traditional affiliated form of the game.
- Ensure clubs and leagues to grow and retain male teams by providing support in the development of robust and effective committee structures and development programmes, to facilitate the effective operating of the club/league on and off the pitch.
- Develop and deliver non-traditional projects that will increase participation and enrich the game beyond traditional formats of the game, adapting to the ever-changing lifestyles of players.
- Develop and deliver strategies that effectively manage player transition from mini-soccer to youth and youth to adult to minimise drop out.
- Deliver on a bi-annual basis, league development meetings which help grow, develop and diversify the leagues.
- Analyse and make use of national and local data to design and deliver customer focused services that support participation growth & retention.
- Identify, manage and develop relationships with key stakeholders to meet the objectives and targets of Norfolk County FA, including affiliated clubs and leagues.
- Support club and league development outside of England Football Accreditation.
- Signpost clubs and leagues to relevant revenue funding opportunities.
- Support the delivery of the Club and League menu alongside the FDO (Women's and Girls & Accreditation) targeting clubs and leagues that would benefit from development support on and off the pitch.
- Lead on the delivery of the Platform for Football, with support of the FDO (Women's and Girls & Accreditation) and the Youth Council.
- Utilise the feedback and intelligence from across the association collected from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within male football development programmes.





## **Youth Council**

- Work with the appointed County FA Youth Council Chairperson to organise and coordinate regular Youth Council meetings.
- Support the County FA Youth Council to review and deliver their action plan on an annual basis and report on the progress of all activities delivered.
- Ensure the County FA's Youth Council is diverse and representative of local demographics and creates a platform for Young people to have a voice across Norfolk Football.

## **Coach Development**

- Develop and deliver an annual coach development programme to support high-quality coaching opportunities across grassroots football (aligned to the national framework) to support the achievement of the FA's Coaching KPIs.
- Lead on the CPD offer supported by NCS and ensure relevant requirements are met to receive funding.
- Recruit, retain and develop coaches through The FA qualification framework and local CPD opportunities, with a focus on BAME and female coaches.
- Lead the promotion and marketing of learners onto FA courses, meeting the needs of the game and the County FA's financial objectives.
- Lead the County FA's work with Coaching Providers, including the potential pilot of a localised kitemark for the sector.
- Create a coach identification process to support the growth, retention and transition of female and BAME coaches through The FA coaching qualifications.

## **Generic**

- Provide information and evidence on an annual basis to support County FA achieving the annual Safeguarding 365 Standard.
- Awareness of all the County FA policies and procedures, ensuring that they are reviewed annually and updated where necessary.
- Risk-assess County FA events and activity for under-18s and where the County FA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Support the operation of the County FA's FDC's, occasionally working a daytime or evening shift if required, carrying out duties required in line with the needs of the business.
- Execute tasks as required to meet the County FA's changing priorities.





## PERSON SPECIFICATION

### EDUCATION / QUALIFICATIONS / TRAINING

#### ESSENTIAL

- Educated to A Level or equivalent
- Clean, full driving licence

#### DESIRABLE

- Two years' sports development experience
- FA coaching qualifications (FA Level 1)

### SKILLS

- 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 creative problem-solving and decision- making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.
- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.
- Capability to create multiple reports, budgets and plans.







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## KNOWLEDGE AND EXPERIENCE

### ESSENTIAL

- Interest and passion in football
- Practical experience of Sports / Football Development including providing support to clubs and or leagues
- Understanding of local sport development structures and pathways at local, regional and national level
- An understanding of the key participation barriers faced by the traditional format of the game
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.
- Knowledge of The FA coaching qualification framework.
- Experience of project management.

### DESIRABLE

- Knowledge of The FA's National Game Strategy
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge of the County FA's DNA
- Knowledge of the Norfolk Education sector and its relevance to grassroots football
- Knowledge and understanding of working with volunteers.
- Knowledge of the Norfolk Education sector and its relevance to grassroots football
- Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice.

### 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**

Core working hours are between 9am-5pm Monday to Friday. Alternative working hours may be agreed with line manager & CEO upon appointment.

This position may require some evening and weekend work.

## FURTHER INFORMATION

If you have any questions regarding this role or any of the information enclosed within this job pack please email [Rachel.Cossey@NorfolkFA.com](mailto:Rachel.Cossey@NorfolkFA.com).



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## **WORKING TOGETHER TO SUPPORT #NORFOLKFOOTBALL**

**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.*



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