



NORFOLK COUNTY FA CAREERS

WORKING TOGETHER TO SUPPORT
#NORFOLKFOOTBALL

FOOTBALL DEVELOPMENT OFFICER (DISABILITY)

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| DEPARTMENT | Facilities & Development |
| REPORTS TO | Football Development Manager |
| LOCATION | County HQ, Clover Hill Road, Norwich, NR5 9ED |
| CONTRACTTYPE | Part-time, 2-year fixed term (2 days a week) |
| SALARY | £8,000 per annum |
| CLOSING DATE | 22/03/23 |
| INTERVIEW DATE | 05/04/23 |

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 13 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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THE
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FOOTBALL DEVELOPMENT CENTRE

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
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THE ROLE

- To strategically co-ordinate disability football provision across Norfolk grassroots football and the local area.
- To influence and support the growth and retention of disability football both through affiliated and recreational provision.
- To support and promote the opportunities within the FA Para Talent Pathway
- To support disability football across coaches, referees, volunteers and young leaders ensuring inclusivity of disabled people.
- To contribute to the effective implementation of The FA's Safeguarding 365 Standard.



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KEY RESPONSIBILITIES

Disability Provision

Support clubs to retain and grow disability provision to increase the number of disability players by:

- Retaining and growing the number of affiliated disability football teams with an emphasis on creating player pathway opportunities within FA-accredited club structures (England Accredited) for under-8, under-12, under-16 and adult age groups, and seek to establish suitable local competition structures for disabled players.
 - Establish a network of recreational disability football centres for male and female players.
 - Work with the Football Development Officer (Women & Girls and Coaching) to recruit, retain and develop female disability players.
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- Work strategically to align current and future disability football provision, ensuring an integrated approach across the County FA, community organisations and key partners.
 - Support and build links between schools, colleges, universities and FA-accredited clubs (England Accredited) to support the growth of disability football.
 - Support and promote the opportunities in the FA Para Talent Pathway by working closely with Norwich City Community Sports Foundation and the FA Para Football department to drive referrals of talented players into the Para Talent Pathway.
 - Work with the Football Development team to deliver a comprehensive workforce plan that supports disability football across coaches, referees, volunteers and young leaders, ensuring inclusivity of disabled people.
 - Work with the County FA's Inclusion Advisory Group and the Football Development Manager to plan and develop disability based programmes, and design campaigns to support the achievement of our disability KPI targets.





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Football Development

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within disability football programmes and ensure the effective implementation of the Safeguarding 365 standard.
- Risk-assess all disability 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.
- Work with the Football Development Manager to deliver the strategic and operational objectives outlined with respect to supporting mental health in disability football and any relevant projects linked to this area.
- Support the delivery of the disability football aspects of the County FA Equality Action Plan working closely with the Football Development Manager.



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PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS / TRAINING

ESSENTIAL

- Educated to A-level standard or equivalent

DESIRABLE

- Clean, full driving license

SKILLS

- Excellent organisation and planning skills
- Ability to influence and negotiate
- Project management skills
- Ability to work on your own and as part of a team
- Ability to work sensitively and professionally with children and adults with a disability
- Be able to demonstrate the use of individual initiative
- IT literacy
- Experience of using Microsoft Office including Outlook, Word, Excel & PowerPoint
- Evidence of innovation and problem solving
- Good interpersonal, communication, presentation and negotiation skills

KNOWLEDGE AND EXPERIENCE

- Minimum 2 years of sports development experience
- Knowledge and experience of disability organisations, sector, and networks
- Knowledge of grassroots football and its structures, specifically relating to disability football
- Experience of working with people with disabilities
- Experience of managing projects
- Knowledge and understanding of working with volunteers
- Knowledge of The Norfolk County FA Strategy
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality

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

Part-time – 15 Hours Per Week

Core working hours of two days per week between 9am-5pm Monday to Friday, or three days per week between 10am-3pm Monday to Friday in line with the operational needs of the Association and the Football Development Centre. 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.



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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
To find out more about how we hold personal data, please read our Privacy Policy.



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