



# NORTHANTS FOOTBALL



RECRUITMENT PACK

Football Development Manager



# CONTENTS

- 03** Introduction from the CEO
- 04** About Northants FA
- 05** Our Strategy
- 06** Strategic Goals
- 07** The Opportunity
- 08** The Role
- 10** Person Specification
- 11** How to Apply



# INTRODUCTION FROM OUR CHIEF EXECUTIVE



As we edge closer to a new four-year strategic cycle, we can look forward to an exciting and prosperous future for our County FA. With the desire to create fun, inclusive and safe football opportunities for all at our very heart we are looking for someone to help us on the journey into our next strategy.

We pride ourselves on the positive reputation gained in relation to safeguarding, having successfully met all NSPCC assessment measures for a second consecutive year. We have carefully and successfully managed a budget that allows us to keep costs to all participants at a minimum and a staff team are now more or less back to full strength following the impact of the pandemic.

A renewed transparency and consistency have enabled Leagues and Clubs to gain confidence in the organisation with a greater number of volunteers clearly able to identify the contributions of the Association to the wider football community. Likewise, we are positively pursuing compliance of The FA's Code of Governance for County FAs.

We continue to strive for excellence by bringing the NFA Board, Council and Staff together in support of those that make the game happen in Northamptonshire. Our aim is quite simply to provide a framework of equal opportunity allowing everyone to enjoy our beautiful game in a fun, safe and welcoming environment.

To that end we are looking to strengthen our development team by adding an experienced, committed and enthusiastic Football Development Manager to join our staff team to help support the Association in achieving this important standard.

We look forward to hearing from you...

Kirsty Clarke  
Chief Executive Officer



# NORTHANTS FOOTBALL

## ABOUT NORTHAMPTONSHIRE FA

Northamptonshire FA is the local governing body for football covering Northamptonshire. Our role is simple; To Protect, Promote & Progress an individual's journey in football by inspiring a lifelong relationship with the Game. Football has the power to change lives and connect people, and this is why we do what we do.

Since 1895, Northamptonshire FA has been governing the game locally, working with our member clubs and leagues to ensure that the game is played with integrity and passion. Over the years, the role that Northamptonshire FA plays in football has changed significantly and we now look after over 27,000 players across 1,600 teams, engaging with thousands of coaches, referees, supporters, club and league officials and parents.

The County FA is responsible for everyone's journey in football and our role is to keep opening opportunities and breaking down barriers for more and more people to enjoy this beautiful game.

Our staff team provide expert advice and support to our members across a variety of development, safeguarding and governance fields.

Our Board of Directors, composed of dedicated and skilled individuals with a passion for making a difference, provide support and advice to the executive team with expertise in:

- Safeguarding
- Finance
- Grassroots Football Inclusion
- Education

We hope to complement this strong group further with additional, wider expertise.

Our ambition for improving the game and people's lives drives our strategy and the work we do.





## OUR STRATEGY

In July 2021 we updated our strategic goals with a new 3-year strategic plan. As we now begin to look beyond 2024 and into a new FA development cycle, we can reflect on a successful two years...

With each passing season comes renewed optimism after some very dark days for our communities and our sport. Significant changes have been made within the business during recent years to enable us to look ahead with confidence. From a versatile, highly qualified and diverse Board of Directors to a streamlined but focused team of staff, we continue to embrace the principles of safeguarding, good governance, equality, inclusion and financial stability to ensure the next chapter in the Association's illustrious history is protected and enhanced in the years ahead.

**NFA Vision** – We want every stakeholder in the County game to "Feel Good About Football"

**NFA Values** – We Care, we are Visible, we are Inclusive, we are Fair & Transparent, and we "Make a Positive Difference"

**NFA Mission** – We will connect with our community to Protect, Promote and Progress the game





## STRATEGIC GOALS

Our strategic goals can be summarised into 3 areas - **protect**, **promote** and **progress**

By June 2024 Northamptonshire FA will:

- Be fully compliant with FA Safeguarding Standards
- Be fully compliant with FA Code of Governance
- Be financially secure, adopting all FA Finance Standards
- Have attained as a minimum, the Equality Standard for Sport Preliminary Level
- Have a diverse and inclusive offer for any players new to the game
- Have the health and welfare of its staff, volunteers and stakeholders at the very heart of its work
- Provide a 'game for life' for everyone who plays football in the county
- Ensure all players, coaches and referees have the opportunity to fulfil their individual potential
- Be visible to the wider community, with our work and ambitions clearly understood by all stakeholders
- Attain and exceed all FA Key Performance Indicators
- Put fun back into the game for all stakeholders across the County following many years of discontent and mis-trust





## THE OPPORTUNITY & ROLE PURPOSE

### THE OPPORTUNITY

We're looking for an exceptional Football Development Manager to lead the delivery of our football development activity.

This newly created role will seek to actively grow the game across our three pathways - male, female and disability.

The successful candidate will act as the strategic lead for the disability pathway, providing support to our clubs currently offering disability football, whilst providing new opportunities for inclusive and engaging sessions.

Our Football Development Manager will ensure high-quality affiliated and recreational opportunities exist across all three pathways.

### WORKING HOURS

35 hours per week (will include some evenings and weekends)

### ROLE PURPOSE

- To lead the delivery of Northamptonshire Football Association's football development activity.
- To actively grow the game across the county, ensuring inclusive and engaging opportunities are available for all.
- To ensure that high-quality affiliated and recreational opportunities can be found across all pathways (male, female and disability).
- To act as the strategic lead for the disability player pathway, supporting an increase in disability football across Northamptonshire.

### LOCATION

Predominately Northamptonshire FA office in Northampton (NN3 6WL). A blend of homeworking may be negotiated following completion of successful probation period.

### SALARY

£31,000 per annum



## THE ROLE

### Football Development

- Manage the Football Development Officers in line with personal and performance reviews; setting targets, monitoring performance and identifying training requirements.
- Develop and deliver an annual action plan to deliver growth and high-quality football opportunities across all football pathways (female, male and disability).
- Form a network of large grassroots clubs to enable strategic working, collaboration, efficiency and consistency in our level of support
- Lead on an engagement plan with our affiliated leagues, focused on developing new activities/initiatives to grow the game
- Oversee the delivery a programme of services to club and league volunteers, with an emphasis on gaining more FA-accredited clubs and leagues.
- Plan and co-ordinate a series of programmes and projects to support the development of inclusive football
- Promote disability football to all clubs across Northamptonshire by delivering a programme of services to club and league volunteers, providing football development support and advice, assisting clubs to achieve England Football Accreditation, creating inclusive environments and delivering appropriate competition offers.
- Retain and grow the number of affiliated disability football teams with an emphasis on creating player pathway opportunities within England Football Accredited club structures for under-12, under-16 and adult age groups.
- Develop and maintain good supportive and dynamic working relationships with clubs, leagues and other key stakeholders in Northamptonshire.
- Work with the Northamptonshire FA Inclusion Advisory Board (IAG) on key priorities and developments.
- Support the planning, implementation/piloting and sustaining of new FA initiatives, for example Comets.
- Collaborate with relevant colleagues to increase the diversity of the football workforce across Northamptonshire
- Maintain a good working knowledge of the national disability football landscape and its key partner organisations (e.g. CP Sport, British Blind Sport etc)



# WHAT WE'RE LOOKING FOR



## QUALIFICATIONS

### ESSENTIAL

- A degree level qualification or two years' sports development experience.

### DESIRABLE

## SKILLS

### ESSENTIAL

- Strategic thinking and planning skills.
- Self-motivated with excellent leadership skills and ability to build trust-based relationships.
- Excellent internal and external stakeholder relations and customer service skills.
- Project management skills and experience – to plan, set and achieve objectives within deadlines.
- Ability to coach, develop and manage the performance of staff.
- Exceptional communication, interpersonal and influencing skills.
- Effective report-writing and presentation skills.
- Effective prioritisation and time management skills.
- Excellent IT skills, including the use of Microsoft Office applications.
- Excellent problem-solving and decision-making skills.
- Budget management skills.
- Ability to use data to monitor and evaluate programmes

### DESIRABLE

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.

## KNOWLEDGE & EXPERIENCE

### ESSENTIAL

- Knowledge of how the County FA operates in partnership with The FA.
- Knowledge of and commitment to equality, diversity and inclusion.
- Experience of project management.
- Knowledge of the FA's Safeguarding Operating Standard.
- Experience of monitoring and evaluation of programmes.
- Knowledge of good people management practice.

### DESIRABLE

- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of The FA's Grassroots Football Strategy and how the County FA business plans support its delivery.
- Knowledge and understanding of working with volunteers.

**ENHANCED DBS REQUIRED\***

**YES**

*\*Northamptonshire 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.*

**THE ROLE HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE VALUES AND BEHAVIOURS DESCRIBED BELOW:**

NFA VALUES	BEHAVIOURS
We care	<p>Demonstrates empathy for the football community:</p> <ul style="list-style-type: none"> <li>Protecting the interests of all participants</li> <li>Promote positive behaviours</li> <li>Progress every aspect of the game to the benefit of all</li> </ul>
We are visible	<p>Champions all that is good about football:</p> <ul style="list-style-type: none"> <li>Demonstrates the values of the Association</li> <li>Avoids pre-judgement when listening to suggestions from others</li> <li>Seizes the opportunity to apply FA standards at all times</li> </ul>
We are inclusive	<p>Ensures that football is, and will remain, a game for everyone:</p> <ul style="list-style-type: none"> <li>Openly collaborates with colleagues and partners in the game</li> <li>Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>Seeks out and embraces new ways of thinking and working.</li> </ul>
We are fair and transparent	<p>Serving the whole game and doing the right thing:</p> <ul style="list-style-type: none"> <li>Avoids bias and subjectivity</li> <li>Retains the values of sportsmanship and follows rules and standards</li> <li>Provides good judgement and reasoning for all decisions</li> </ul>
We make a positive difference	<p>The very best outcome achieved by sustained excellence in performance:</p> <ul style="list-style-type: none"> <li>Seeks to achieve the highest levels of performance at all times</li> <li>Persistent to achieve a standard that others consider impossible</li> <li>Challenges others to go further and achieve more</li> </ul>





## HOW TO APPLY

### ONLINE APPLICATION FORM

### EQUALITY & DIVERSITY MONITORING FORM

We recommend completing your answers in a Word document beforehand and then transferring your answers to the application form ahead of submission.

Closing date for applications:	9am on Tuesday 2nd April 2024
Shortlisting Teams calls:	Friday 5th April 2024
Interviews:	Wednesday 10th April or Thursday 11th April 2024

For an informal discussion about the opportunity, please contact Stuart Smith, Head of Facilities & Development, on 07983 537025 or email [stuart.smith@northamptonshirefa.com](mailto:stuart.smith@northamptonshirefa.com)

Northamptonshire FA is an equal opportunity employer and positively encourage applications from suitably qualified and eligible candidates regardless of sex, ethnicity, disability, age, sexual orientation, gender identity, religion and belief.

Protecting your personal data is of the utmost importance to Northants FA and we take this responsibility very seriously. Any information obtained by us is held and processed in accordance with the relevant data protection legislation. The data you provide us with is stored securely on our computerised database for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered an interest in.



# NORTHANTS FOOTBALL

9 Duncan Close, Moulton Park Industrial Estate, Moulton Park, Northampton NN3 6WL

01604 670741