



FOOTBALL DEVELOPMENT OFFICER

RECRUITMENT PACK

WORCESTERSHIRE FA

FOOTBALL DEVELOPMENT OFFICER



Job Title:	Football Development Officer (Male Game and Disability/Inclusion Lead)
Location:	County Sports Ground, Claines Lane, Worcester, WR3 7SS
Closing Date:	9:00am on Tuesday 7 th May 2024
Contract Type:	Permanent full-time (post continuation subject to funding)
Salary:	£22,500-£24,000 per annum plus bonus scheme to be discussed with successful applicant
Working Hours:	37.5 hours per week including some evenings and weekends Office hours 8:30am-4:30pm

ABOUT WORCESTERSHIRE FA

We govern, administer and develop football across Worcestershire and have been doing that since 1893. We work alongside our clubs, leagues, players, coaches and referees to enhance the game for everyone.

A BIT ABOUT THE ROLE

Worcestershire FA is looking for a committed, enthusiastic and flexible individual to support the delivery of our strategy. The successful applicant will be able to demonstrate the required knowledge, experience and values to successfully deliver our operational plan relating to the Male Game (youth and adult) as well as leading our ongoing efforts in Disability football and making the wider game inclusive and accessible for all.

Please note: This is not a coaching role.

You will be predominantly office-based, with the requirement to meet and work with clubs, leagues, coaches, volunteers and external partners/organisations to shape your ideas to enhance the game. The role sits within our Development Team which is made up of staff with lead areas across other areas of football (including the Female Game, Facilities and Partnerships and Referee Development).

A detailed role profile and person specification can be found in this pack. We strongly recommend you read this in detail as there are additional areas of responsibility in addition to the Male Game and Inclusion aspects of this role.

EQUALITY AND DIVERSITY

Worcestershire FA is committed to, and values the principles of diversity, equality and inclusion. We strive to provide an inclusive and supportive working environment where all our team feel respected and supported in fulfilling their potential. We encourage and welcome applications from all, regardless of background and are particularly interested to hear from individuals belonging to under-represented groups.

We will ensure that recruitment decisions will be based on merit with a focus solely on the skills and experience required for the job. Should you need any reasonable adjustments to the recruitment process, at either application or interview stage, please contact us directly via support@worcestershirefa.com

ROLE PROFILE



PURPOSE

- ✓ To support delivery of Worcestershire FA's Business Strategy and FA National Game initiatives
- ✓ To oversee the County strategy to support and grow participation in the Male Game (youth and adult)
- ✓ To influence and support growth and retention within disability and inclusion provision
- ✓ To support an effective Inclusion Advisory Group (IAG) and ensure that inclusion is embedded across the County FA
- ✓ To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs
- ✓ To support the adoption of FA technology systems across grassroots football

RESPONSIBILITIES

- Sustain and grow male football provision across the youth and adult game, ensuring an integrated approach across Worcestershire FA alongside key stakeholders and partners from the local community & voluntary sectors
- Lead our efforts to increase disability football provision across all formats of the game
- Achieve Key Performance Indicators (KPIs) by creating and implementing a comprehensive operational plan for the male game and disability and inclusion provision
- Lead the implementation of the Inclusion Advisory Group (IAG) to ensure the voice of people from under-represented groups is heard and embedded throughout Worcestershire FA
- Retain and grow the number of affiliated male, disability and inclusive football teams in line with the England Football Accreditation scheme and Club Development Plans
- Strategically coordinate the delivery of affiliated recreational sessions within lead areas
- Plan and administer a coach education offer for coaches working in the grassroots game
- Support the delivery of Worcestershire FA's Youth Council/Youth Network provision
- Work with the Facilities Lead in supporting inclusion on all new facility projects
- Work with the Female Lead in supporting practices and programmes to be carefully considered and inclusive
- Work with the Leadership Team to implement Equality Standard status in line with FA requirements
- Support leagues with their offer to ensure delivery is safe and inclusive through a programme of services that are modern, fit for purpose and have robust club and league structures in place
- Raise the profile of the disability game within Worcestershire, working closely with stakeholders to achieve this
- Support other events outside of your key responsibility areas in conjunction with colleagues
- Collaborate with the Designated Safeguarding Officer in all matters involving under 18s and adults at risk within projects to ensure that requisite safeguarding responsibility and accountabilities for all parties are met
- Contribute to Worcestershire FA's delivery of an effective safeguarding plan, including the Safeguarding Operating Standard
- Contribute to ensuring that safeguarding and equality are embedded throughout Worcestershire FA and within grassroots football by having an understanding of risks and responsibilities relating to activities
- Have an understanding of Health and Safety responsibilities and Risk Assessments relating to activities
- Have an understanding of GDPR, data security and data handling
- Undertake any reasonable request of the Association in the course of your work to meet Worcestershire FA's changing priorities
- Comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

WHAT WE ARE LOOKING FOR



Person specification

Skills, knowledge and experience

Essential

- Degree level qualification or equivalent experience
- Project management skills and experience – to plan, set and achieve objectives to deadlines
- Practical experience of sports/football development and/or coaching
- Understanding of disability and male football in the local area
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality
- Experience of carrying out administrative tasks
- Excellent communication and presentation skills
- Commitment to equality and supporting all areas of the community to be able to access football
- Excellent organisational skills to include use of Microsoft Office and online software/platforms
- Ability to problem solve effectively and remain calm under pressure
- Willingness to work unsociable hours including evenings and weekends
- Ability to work independently and as part of a team, providing excellent customer service at all times

Desirable

- Qualification in sports development or similar
- Ability to develop networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities
- Previous experience of successfully applying for funding for a project
- Experience of managing budgets and resources
- Report writing skills and the capability to create multiple reports, budgets and plans
- Ability to use data to monitor and evaluate programmes
- Knowledge of The FA, Worcestershire FA and grassroots football
- Knowledge of FA systems
- Understanding of Safeguarding
- Understanding of Health and Safety and risk assessments
- Understanding of GDPR, data security and data handling

Enhanced DBS Check required? YES

Clean, full driving licence required? YES

HOW TO APPLY



To apply for this role, please send a copy of your CV and a covering letter **explaining in detail how you are suitable for the position** of Football Development Officer at Worcestershire FA. Your email should be marked 'Private & Confidential – Football Development Officer Application' and sent to support@worcestershirefa.com

The **closing date** for applications is **9:00am on Tuesday 7th May 2024**
Interviews will be held **in May 2024**

Due to the volume of applications received for most roles, we will only contact candidates if they are shortlisted for interview. If you do not hear from us within five days of the closing date, you should assume your application has not been successful. We aim to provide feedback to shortlisted candidates who are unsuccessful at interview. However, due to the volume of applications received for most roles, we will unfortunately not provide feedback to those candidates who are not shortlisted for interview.

If you have any questions, please contact support@worcestershirefa.com

WHAT WE CAN OFFER

As well as your salary, you will get 20 days holiday (plus bank holidays and three company discretionary days), free on-site car parking (including electric vehicle charging points free of charge for staff), full staff kit package and the opportunity to attend matches across Worcestershire (with prior notice).

You will get the chance to work with our nationally recognised leaders and help us to improve the work we do. You'll be part of a forward thinking and progressive County FA with a career in football at the local governing body of the grassroots game. There will be opportunities to progress your career across the County FA Network throughout England and at The FA with access to high-quality training, networking and personal development opportunities.

SAFEGUARDING

We are 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 the information provided. The successful candidate will also be required to undertake a safeguarding induction and safeguarding training as outlined by the FA.

SOCIAL MEDIA

You can keep up to date with our social media channels by clicking the links below.

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GOOD LUCK!



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