**Amateur Football Alliance**

**Recruitment Pack: Workforce Development Officer**

Dear Applicant

**Workforce Development Officer**

Thank you for your request for an application pack for the above vacancy and have pleasure in enclosing the application form and job description.

We would welcome your application if the job appeals to you and you feel that you can demonstrate that you meet the criteria.

If you wish to apply, please ensure that your completed application form and CV is submitted to me by 12.00pm Monday 14th September 2018 in an envelope addressed for my personal attention and marked ‘Private and Confidential’ or by email to [jason.kilby@amateur-fa.com](mailto:jason.kilby@amateur-fa.com).

It is not mandatory to complete the equality monitoring form and non-completion will not affect your application. However, if you do wish to complete the form, please return it with your application in a blank envelope to ensure anonymity.

We pride ourselves on providing a membership focused service and the successful post holder will need to demonstrate empathy to that approach.

The post is partially funded by the Football Association and is offered on a one year contract (subject to funding) initially based in our offices in Central London.

Please note that you will be informed by Friday 21st September if you have been short listed for interview. Only candidates invited to interview will be contacted, unsuccessful candidates will not be contacted. The interview date will be week commencing Monday 24th September.

I look forward to receiving your completed job application form and CV.

Yours sincerely

Jason Kilby

Chief Executive

Amateur FA, Unit 3, 7 Wenlock Road, London , N1 7SL

**Application form: Workforce Development Officer**

To be returned to:

Jason Kilby, Chief Executive, Amateur FA, Unit 3, 7 Wenlock Road, London , N1 7SL marked ‘Private and Confidential’ or by email [jason.kilby@amateur-fa.com](mailto:jason.kilby@amateur-fa.com)

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| Address |  |
|  |  |
|  |  |
| Post Code |  |
| Contact Telephone Number |  |
| Mobile Telephone Number |  |
| Email Address |  |
| Do you consider yourself to have a disability? Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process |  |
| Do you need a work permit to work in the UK? |  |
| If appointed, what period of notice are you required to give your current employers? |  |
| Please give the names and address of two referees who can be contacted (only in the event of your being offered the position). Please state in what capacity they are known to you (i.e. Personal or employer, etc) | |
| Reference One | |
| Reference Two | |
| Do you hold a current Football Association issued Criminal Records Bureau certificate? YES / NO | |

Please return this form together with your CV and a covering letter why you are applying for this position by 12.00pm Monday 17th September 2018

*I certify that the above are correct details and that any offer of employment would be subject to satisfactory references. I also consent to the AFA making verification checks as appropriate.*

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To assist us in monitoring that the wider community is being made aware of our vacancies, you are invited to complete the following form. It is not mandatory and non-completion will **not** affect your application. Please detach and return in an unmarked envelope with your application form.

**Ethnic background.** Please choose one category from A to E and then please mark X in the appropriate box to indicate your ethnic background

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A White** |  | **B Mixed** |  | **C Asian or Asian British** |  |
| English |  | White & black Caribbean |  | Indian |  |
| Irish |  | White & black African |  | Pakistani |  |
| Scottish |  | White & Asian |  | Bangladeshi |  |
| Welsh |  | Other |  | Other |  |
| Other |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **D Black or Black British** |  | **E Chinese or Other Ethnic group** |  |
| Caribbean |  | Chinese |  |
| African |  | Other |  |
|  |  |
| Other |  |

Do not wish to disclose Yes No

**Disability**

Do you consider yourself to be a disabled person? Yes No

If you have indicated yes please mark X in all the boxes that apply to you:

|  |  |  |  |
| --- | --- | --- | --- |
| Hearing impairment |  | Physical impairment |  |
| Learning difficulty / disability |  | Visual impairment |  |
| Mental health issues |  | Do not wish to disclose Yes No | |

**Religion**

|  |  |  |  |
| --- | --- | --- | --- |
| Buddhist |  | Muslim |  |
| Christian |  | Sikh |  |
| Hindu |  | No active faith |  | |
| Catholic |  |  |  | |
| Jewish |  | Any other religion (please write in) |  | |
| Do not wish to disclose Yes No | |
|  | |

**Sexual orientation**

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual |  | Lesbian |  |
| Gay |  | Bisexual |  |
| Do not wish to disclose |  | Other (please write in your preferred description) |  |

** Amateur Football Alliance**

**Job Description: Workforce Development Officer**

|  |  |
| --- | --- |
| **Role** | Workforce Development Officer |
| **Contract Type** | Fixed Term (July 2019) |
| **Hours per week** | Full time |
| **Salary** | £19,000 per annum |
| **Location** | Amateur FA Offices with some travel across Greater London |
| **Reports to** | Football Development Officer |

**Role purpose:** To grow and improve the workforce of the football family within the Amateur FA, through education courses, training, recruitment, retention and development. This includes coaches, referees and other volunteers.

**Work programme:**

* **Amateur FA Education**
* Plan, arrange and administer all courses made available to the public and football family including Coach education, Referee education, Medical education and Volunteer education.
* **Referee Development**
* Support the Senior Football Development Officer to identify, recruit and retain referees to increase the number of active referees ensuring referees coverage in Leagues is maximised
* To support the implementation of the Referee Academy to identify talented referees.
* Provide u18s with requisite support under Safeguarding processes.
* **Football Development**
* To liaise with local partners to support their workforce who can be qualified and upskilled to deliver towards shared targets and objectives
* To support Football Development Officers to deliver the National Game Strategy
* Support the delivery of FA Licensed Coaches Club and FA Coach Mentoring programmes
* Support Charter Standard clubs and leagues to ensure they meet the workforce requirements for charter standard.
* Work with Middlesex FA and London FA to manage and deliver a series of club workshops annually
* Regular monitoring and evaluation of delivery and its impact
* To be an ambassador for Amateur FA positively promoting the sport and those that work and volunteer within it
* Support across the team with safeguarding issues and concerns
* Required to work some evenings and weekends to meet the needs of the business

**Experience:**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Developing strong working relationships with a variety of partners and ensuring that they are aware of the benefits of working in partnership | Knowledge of The FA Coaching structure |
| Experience of administration of an education programme | Knowledge of The FA Refereeing structure |
| Understanding and knowledge of football qualifications and workforce pathways for coaching and refereeing | Knowledge of FA Coach Mentoring and Licensed Coaches Club programmes |
| Working successfully as part of a team whilst also being comfortable to operate on own initiative and make independent decision | An understanding of county and national football structures |
| Excellent communication and presentation skills including the ability to liaise and communicate with people at all levels | Interest in analysing and utilising customer insight data to inform delivery |
| Strong organisation, time management and prioritisation skills, with evidence of developing and delivering plans to support objectives | Interest in managing budgets |

**Behaviours:**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Problem solving  Team work  Communicating  Customer experience  Developing self and others  Conflict management  Leadership  Trustworthy  Adaptable / Flexible | **Member-Focused**  **Professional**  Work with **Integrity**  **Team** player  **Progressive** |

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

As this role involves direct access to young persons under the age of 18, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role.