



# RECRUITMENT PACK

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**DISABILITY FOOTBALL AMBASSADOR**

# OUR VALUES



## INTEGRITY

We strive to be professional in all we do, are fair, honest, reliable and accountable.



## PASSIONATE

We are committed, hard-working and enthusiastic in delivering football opportunities, for all the enjoyment and benefits it brings to the participants.



## RESPECTFUL

We will work collaboratively, with empathy and humility, driving equality and diversity to develop football for all and ensure all those who wish to be involved are supported and encouraged.



## COMMUNITY AND CUSTOMER FOCUSED

We are committed to developing our services based on the needs of our communities and individual customers.



## CONTINUOUS IMPROVEMENT

We are innovative and creative in seeking to deliver high quality service, reviewing our work to improve existing and explore new ways of delivering football.



## Job Description and Person Specification

### EQUALITY AND DIVERSITY

We would encourage all applicants to complete our voluntary Equality & Diversity Monitoring Form, via this [link](#), as part of the application process. The data we collect will be anonymous and confidential and will not be stored or linked to your application in any way.

<b>Job title</b>	Disability Football Ambassador
<b>Reports to</b>	Football Development Officer

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"><li>Support 2 and 3-star England Accredited Clubs to apply the key learnings from the Disability Club Training to create their own Disability Football Game Plan. Support the club to implement this Game Plan to provide more club-based opportunities for individuals with disabilities to play, coach and/or volunteer.</li></ul>	
<b>Direct reports</b>	N/A

<b>Location</b>	Bedfordshire Football Association Head Office – Skimpot Road, Dunstable
<b>Working hours</b>	50 hours per contract. Hours of work will vary and may include evenings and weekends
<b>Contract type</b>	Casual Worker

<b>Responsibilities</b>	
<ul style="list-style-type: none"><li>Attend the 'Disability Football Ambassador Training'; scheduled for February 2023.</li><li>Engage with selected 2 and 3-star England Football Accredited clubs following their completion of the Disability Friendly Club Training, to support in the creation of a bespoke disability game plan which will outline new club-based opportunities for disabled people which may include new playing provisions, coaching opportunities, and/or volunteering roles.</li><li>Drive engagement at every level of clubs to maximise and sustain these opportunities for disabled people.</li><li>Support clubs to build and sustain relationships with relevant local partners such as charitable organisations, disability support groups, educational establishments, alongside other key partners to promote the new opportunities.</li><li>Help clubs access relevant support including funding and coach development opportunities with support from the County FA.</li><li>To collaborate with County FA staff, national FA staff, disability football coach mentors, external partners, and wider members of the grassroots delivery team workforce.</li><li>Maintain records of the support being provided to grassroots clubs with the aim of providing clarity on work programmes, development opportunities and sharing of good practice.</li></ul>	

Person specification	
Qualifications	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Can demonstrate a history of success in developing disability grassroots football opportunities.</li> <li>• Experience of facilitating and engaging with volunteers.</li> <li>• Experience of engaging with external partners and stakeholders.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Experience of volunteering within a grassroots football club as a Committee Member.</li> <li>• Experience of mentoring others.</li> <li>• Experience of accessing external funding.</li> </ul>
Knowledge, skills and behaviours	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to build trust and develop effective working relationships within England Football Accredited Clubs.</li> <li>• Ability to deliver practical support sessions to a range of club Volunteers.</li> <li>• Understanding of how an England Football Accredited Club operates.</li> <li>• An advocate for disability football with an understanding of the challenges and barriers that both players and volunteers can face.</li> <li>• Commitment to attend additional training provided as part of this programme.</li> <li>• Proficient IT skills in Microsoft Office with experience in organising and leading virtual meetings.</li> <li>• Flexible in approach with willingness to work evenings and weekends, as well as travel across the County.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Knowledge of The FA's Gameplan for Disability Football; Football Your Way.</li> <li>• Knowledge of the England Football Accreditation Framework.</li> <li>• Knowledge of existing support measures available to England Football Accredited Clubs.</li> </ul>
<b>Enhanced DBS Check required?</b>	<p>The CFA 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</p>
<b>Clean, full driving licence?</b>	<p>Yes</p>



**The job holder will be expected to understand and work in accordance with the below values/behaviours:**

<b>Bedfordshire FA Values</b>	<b>Behaviours</b>
INTEGRITY	Strive to be professional in all we do, are fair, honest, reliable, and accountable.
PASSION	Committed, hard-working and enthusiastic in delivering football opportunities, for all the enjoyment and benefits it brings to the participants.
RESPECTFUL	Work collaboratively with empathy and humility, driving equality and diversity to develop football for all and ensure all those who wish to be involved are supported and encouraged.
COMMUNITY AND CUSTOMER FOCUSED	Committed to developing our service based on the needs of our communities and individual customers.
CONTINUOUS IMPROVEMENT	Innovative and creative in seeking to deliver a high-quality service, reviewing our work to improve and explore new ways of delivering football.

**Job description authorised by:**

Alan Young, Chief Executive Officer

**Date signed:**

11/01/2023

# HOW TO APPLY

Please submit your application by completing the online Smartsheet application form via this [Application Link](#).

We would also be very grateful if you can please complete our voluntary Equality & Diversity Monitoring Form, as detailed on page 2, upon submission of your application via this [link](#).

The **closing date** for applications is 5pm on **Tuesday 31<sup>st</sup> January 2023**.

If successful, applicants will be invited for an **In-Person Interview** (at a mutually agreed day/time) which will be conducted during the **week beginning 6<sup>th</sup> February 2023**.

Please note the successful applicant will be required to attend training which will be held on the week commencing 27<sup>th</sup> February or 6<sup>th</sup> March.

2 references will be required before the appointment of the role.

Due to the volume of applications received for most roles, we may only be able to contact candidates if they are shortlisted for an interview. If you do not hear from us within five days of the closing date, you should assume your application has not been successful.

If you have any questions about the role, please contact [Jose.Gomes@BedfordshireFA.com](mailto:Jose.Gomes@BedfordshireFA.com)

## 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.