



27th July 2018

Dear Applicant

Re: Football Development Officer (Disability) vacancy at Cambridgeshire FA and Huntingdonshire FA

Cambridgeshire FA and Huntingdonshire FA have a joint vacancy for a Football Development Officer (Disability) to focus on increasing participation levels in disability football across both counties.

- **Football Development Officer (Disability). The role is full-time (37.5 hours per week) and covers both County FA localities.**

Thank you for your interest in the above role. A role profile is enclosed within this document. Please note: this is not a coaching role. Please ensure that you demonstrate how you meet the requirements outlined in the role profile.

If you feel that you meet the requirements outlined, and have the necessary skills and attributes to make a positive contribution to disability football, we look forward to seeing your application.

To apply: please send an email, with your CV and a covering letter attached, outlining your suitability for the role and how you meet the requirements. Please include details of your current salary, any notice period with your current employer and the details of two referees (who will only be contacted if you are offered the position).

Please mark your email 'Private and Confidential' and send to Joanne Bull, Cambridgeshire FA Facilities and Participation Manager, at joanne.bull@cambridgeshirefa.com

Applications should be received by Thursday 23rd August 2018.

Interviews will be held on Monday 10th September. We will contact you to arrange interview details if you are shortlisted.

Thank you again for your interest in the role and we look forward to receiving your application.

Yours sincerely

Joanne Bull, Facilities and Participation Manager at Cambridgeshire FA
and
Andy Coles, Senior Football Development Officer at Huntingdonshire FA



Role Profile

Job Title:	Football Development Officer (Disability)	Reports To:	<i>Facilities and Participation Manager (Cambs FA)</i>	Grade:	N/a
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Role Purpose:

Unite the game through the strategic coordination of all disability football provision across the Cambridgeshire and Huntingdonshire area

To influence and support the growth and retention of disability football in accordance with Cambridgeshire and Huntingdonshire FA business plans, ensuring all targets are met

Direct Reports: *None*

Key Accountabilities:

- Work strategically to align current and future disability football provision, ensuring an integrated approach across the County FA, local Premier League and English Football League Trust Club networks, alongside key partners from across the disability, health, education and community & voluntary sectors
- Achievement of the disability player numbers as laid out in the CFA strategy and operational plans
- Retain and grow the number of affiliated disability football teams with a particular emphasis on the growth of youth and female teams within Charter Standard Club structures
- Strategically coordinate the delivery of a network of registered disability recreational football centres for male and females across all age groups
- Embed research, insight and effective measurement into planning, decision making and delivery across disability football to ensure accurate data collection across programmes that address the priority areas for disability football and meet the needs of disabled people
- Develop and support leagues and clubs that are safe and inclusive of disabled participants through delivery of a programme of services ensuring modern, fit for purpose league and club structures are in place
- Deliver a comprehensive workforce plan that supports disability football across coaches, referees, volunteers and young leaders and is inclusive of disabled people
- Lead and deliver against the disability talent development programme within the County
- Raise the profile of good news stories and the range of disability football opportunities across the pathway
- *Ensure compliance with CFAs health and safety policies*
- *Ensure that the CFA effectively implement and maintain the FA's Minimum Operating Standards for Safeguarding within Football.*
- *An understanding and awareness of generic Equality law and of good practice within sports Equality*
- *Executes additional tasks as required in order to meet CFA's changing priorities.*

Living the CFA Group Values through Our Behaviours

Behaviours:

- **Progressive** - We embrace new thinking in the pursuit of continuous improvement
Innovation, Creative, Future thinking, Ground-breaking, Problem Solving, Challenge
- **Respectful** - We set the standards for respectful behaviour across the game
Maintaining Standards, Role modelling, Respecting others' opinions and values
- **Inclusive** - We champion and ensure that football is and will remain a game for everyone
Championing, Supporting, Including, Leading, Collaborative



- **Determined** - We are tenacious and accountable to each other in serving the whole game and doing the right thing
Driven, Stamina, Tenacious, Focused, Resilient
- **Excellent** - The very best outcome can only be achieved by sustained excellence in performance
Be the best you can be, Striving for success, Excelling, Exceeding expectations

Essential Skills:	Desirable Skills:
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge and understanding of disability sport structures and development pathways at local, regional and national level • Knowledge and understanding of football / disability football structures and development pathways at local, regional and national level • Knowledge of The FA's National Game Strategy • Commitment to sports equality and knowledge of the barriers facing underrepresented groups, particularly those with a disability • Demonstrates a working understanding of inclusion, equality and anti- discrimination, safeguarding and best practice • Knowledge of relevant funding agencies <p>Experience</p> <ul style="list-style-type: none"> • Minimum 2 years practical experience of Sports / Football Development • Interest and passion for disability football <p>Technical Skills</p> <ul style="list-style-type: none"> • Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes • Project management skills and experience – to plan, set and achieve objectives within strict deadlines • Report writing • Excellent IT skills • Excellent communication skills using traditional, modern and emerging media • Experience of monitoring and evaluation of programmes • Driving licence (to be decided by each organisation) 	<p>Knowledge</p> <ul style="list-style-type: none"> • Educated to degree level • Sports development / other relevant qualification • Knowledge of the service providers that support people with a disability both Nationally and within the County FA locality • An understanding of the challenges associated with running disability football clubs and leagues <p>Experience</p> <ul style="list-style-type: none"> • Budget / resource management
Enhanced CRC Check Required:	YES
Clean Full Driving Licence:	YES

Created by:	<i>Joanne Bull</i>
Date Role Profile Created:	26/07/2018
Signed by Role Holder:	Jo Bull