



**FOOTBALL DEVELOPMENT
OFFICER (LEAGUES, CLUBS &
MALE PATHWAY)**

RECRUITMENT PACK

OUR VALUES



INCLUSIVE

**CHAMPIONING AND ENSURING THAT FOOTBALL
IS AVAILABLE AND SAFE FOR EVERYONE**



PROGRESSIVE

**COMMITTED TO CONTINUOUSLY IMPROVE
AND BE TRANSFORMATIONAL IN WHAT WE DO**



RESPECTFUL

**SET THE STANDARDS FOR RESPECTFUL
BEHAVIOUR ACROSS THE GAME**

CHESHIRE FA

FOOTBALL DEVELOPMENT OFFICER



Job Title:	Football Development Officer - Leagues, Clubs & Male Pathway
Location:	Hartford House, Hartford Moss Recreation Centre, Northwich, CW8 4BG
Closing Date:	Friday 16th September 2022, 5pm
Interview Date:	Wednesday 21st September 2022
Contract Type:	Permanent, full-time (35 hours per week including evenings & weekends)
Salary:	Circa £26,000 per annum
Start Date:	October 2022

A BIT ABOUT US

We govern Football across Cheshire and have been doing that since 1878. Now, we are changing our approach to put our clubs, leagues, players, coaches and referees at the forefront of our thinking. These are our volunteers. These are our people. We help to grow the game in Cheshire and develop each and every area of Football.

A BIT ABOUT THE ROLE

Cheshire County FA are looking for an enthusiastic and committed individual to provide support to Leagues and Clubs across the County, alongside the development and delivery of a sustainable plan for growth across the male football pathway. Working in partnership with our Football Development Team, you will play a key role in the delivery of Cheshire FA's Business Strategy and Operational Plan. This role will involve regular work during evenings and weekends.

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. The data helps Cheshire FA to build a more accurate picture of the diversity of the people applying to join the organisation, and to then monitor progress in this area. The link to complete this is in the application form. You can also read our Equality Policy, [here](#).

Data will be held in accordance with the Data Protection Act 2018 and Cheshire FA's [Privacy Policy](#).

Cheshire 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 including individuals from minoritised communities, all genders identities, individuals with a disability and LGBTQI+ individuals, people of faith and people of all ages. If you are an applicant with a disability who meets the essential requirements of the job, we will interview you.

Cheshire FA are committed to ensuring recruitment decisions will be based on merit with a focus solely on the skills and experience required for the job. Diversity monitoring data will not be used for selection purposes, but will be used to help ensure that policies, practices and procedures promote equality of opportunity.

Should you need any reasonable adjustments to the recruitment process, at either application or interview stage, please contact us directly via HR@CheshireFA.com



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ROLE PROFILE

Reports to: Football Development Manager

Purpose:

- To support delivery of The FA National Game Strategy and the Cheshire FA Business Strategy.
- To support, service and encourage inclusive leagues and clubs with complete player pathways through local collaboration and sharing of resources and knowledge.
- To develop and deliver a sustainable plan for growth and quality across the male football pathway.
- To embed Football Development programmes in collaboration with relevant Football Development Officers.
- 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.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

Responsibilities

Key Performance Indicators:

- To be responsible for the FA National Game Strategy (2021-24) KPI, Number of Registered Male Players.

Number of Registered Male Players

- Work collaboratively through local strategic networks within the community to support the growth and retention of male players through key FA programmes.
- Complete an annual analysis of male football to map participation and identify gaps in provision.
- Facilitate the movement of male players from mini-soccer to youth football and youth football to adult football.
- Develop programmes to support and grow male football provision, with a focus on retaining 12 to 18-year-old male players.
- To identify and work with partners to grow existing and develop new flexible and relevant formats to support the growth of youth and adult football.
- Ensure that male football is inclusive, diverse and reflective of local communities.

Workforce Development

- Work with Cheshire FA Member Clubs and Leagues to promote a wide range of volunteer opportunities and connect to a network of potential new volunteers.

Running the Game

- Use national and local data, research and customer insight to increase participation in male grassroots football.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Execute tasks as required to meet the Cheshire FA changing priorities.



ROLE PROFILE

Responsibilities (cont)

League & Club Support/Development

- Align leagues and clubs' ambitions with the National Game Strategy through support services, initiatives and programmes.
- Write a Cheshire Football Association league strategy to guide and develop future league developments.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, FA Events, Whole Game System, Matchday app and Full-Time).
- Work with clubs to ensure they have FA qualified coaches for their youth teams and work towards the Youth Teams with a Qualified Coach KPI.
- Support and identify clubs to deliver FA CPD events for their existing workforce and local grassroots coaches.
- Support the review and development of competition and league structures to ensure they meet the needs of all players.
- Support and engage new and existing leagues to complete the league sanctioning process.
- Support new and existing leagues to ensure all players are registered on the Platform for Football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within club and league football development programmes.
- Identify and log specific patterns of concerning behaviour with clubs and leagues and address these proactively.
- Support leagues within the National League System through their league development plans.
- Support the affiliation of clubs and ensure safeguarding requirements are met.
- Ensure leagues fully comply with relevant Standard Code of Rules (adult and youth) prior to sanctioning.
- Explore and encourage the development of other formats of football (e.g. walking football and futsal) within leagues and clubs to provide more opportunities for people to play and enjoy football.
- Communicate and implement Cheshire FA Respect and E,D&I campaigns and activations that support the environment and improve participant and spectator behaviour and expectations.
- Ensure that grassroots football is inclusive, diverse and reflective of local communities.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Cheshire Football Association and grassroots football.
- Execute tasks as required to meet CCFA's changing priorities.



WHAT WE'RE LOOKING FOR



Qualifications:

Essential

- Educated to A Level or equivalent.

Desirable

- 2 years of Sports Development experience

Skills & Abilities

Essential

- 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 to deadlines
- Excellent IT skills including the use of Microsoft Office applications
- Ability to be pro-active, work independently and as part of a team
- Excellent time management and prioritisation skills
- Excellent problem solving and decision-making skills
- Outstanding communication and presentation skills
- Exceptional customer service
- Budget management skills
- Report writing skills
- Ability to use data to monitor and evaluate programmes
- Influencing skills to champion change

Desirable

- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players
- Capability to create multiple reports, budgets and plans



Knowledge & Experience

Essential

- Practical experience of sports/football development and involvement in a club or league.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of The FA coaching qualification framework.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

Desirable

- Knowledge of The FA's National Game Strategy.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.

Enhanced DBS Check required? YES

Clean, full driving licence? YES

Eligible to work in the UK? YES



HOW TO APPLY

Please submit your CV and Cover Letter (2 sides maximum) outlining how you meet the Role Profile and 'What we are looking for' criteria, by either email or post to:

- Daniel Landstrom, Football Development Manager at Cheshire FA via HR@CheshireFA.com
- Postal applications are to be addressed; Strictly Private and Confidential, for the attention of Daniel Landstrom, Football Development Manager, Cheshire FA, Hartford House, Moss Farm Recreation Centre, Northwich, Cheshire, CW8 4BG.

We would also be very grateful if you can please complete our voluntary Equality & Diversity Monitoring Form, as detailed on page 1, upon submission of your application via this [link](#).

The **closing date** for applications is **FRIDAY 16th SEPTEMBER 2022**

Due to the volume of applications received for most roles, we may only be able to 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 about the role, please contact Daniel.Landstrom@CheshireFA.com for an informal discussion.

WHAT WE CAN OFFER

- 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.
- A career in football with the local governing body of the grassroots game here in the heart of Cheshire
- Opportunities to progress your career across the County FA Network throughout England and at The FA
- 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.

GOOD LUCK!



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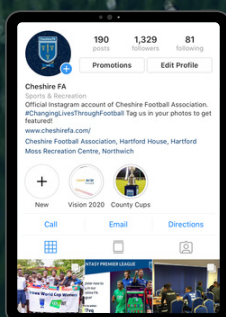
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