



FOOTBALL DEVELOPMENT MANAGER

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 MANAGER



Job Title:	Football Development Manager
Location:	Hartford House, Hartford Moss Recreation Centre, Northwich, CW8 4BG
Closing Date:	Thursday 19th May 2022
Contract Type:	Full-Time, Permanent
Salary:	Circa £32,500 per annum

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 requires a committed, enthusiastic and flexible individual to lead and manage the Football Development Department. The successful candidate will spearhead the delivery of The FA National Game Strategy in partnership with key stakeholders, and will need to be passionate and committed to the development of grassroots football at a local level.

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: CEO

Direct Reports: Football Development Officers, Referee Development Officer, Training & Education Manager

Purpose:

- To support delivery of The FA Grassroots Football Strategy and the Cheshire FA Business Strategy.
- To provide strategic direction to the Football Development department.
- To ensure that every affiliated football fixture is played on a 'good' quality pitch.
- To identify and activate priority projects for Football Foundation investment via Local Football Facility Plans.
- To protect existing football facilities from planning application.
- 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:

- Identify, manage and develop relationships with key partners to meet the strategic objectives of Cheshire FA
- Awareness of all Cheshire FA policies and procedures, ensuring that they are reviewed annually and updated where necessary.
- Develop and deliver an annual action plan to deliver growth and high-quality football opportunities across all football pathways (women and girls, male and disability).
- Analyse, and use data and insight, to design and develop local solutions that meet local stakeholder needs across all football pathways (women and girls, male and disability).
- Drive implementation of The FA's growth strategy for women's and girls' football locally.
- Deliver a programme of services to club and league volunteers, with an emphasis on gaining more FA-accredited clubs and leagues (FA Charter Standard).
- Lead and manage delivery of the <Association> coach development programme, liaising with FA coach development workforce and key stakeholders to meet the needs of the game.
- Develop and deliver an annual coach development programme to support high-quality coaching opportunities across grassroots football to support the achievement of the CFA Operating Model KPIs.
- Developed a focused coach development and CPD offer (aligned to national framework) to support club development and participation programme requirements.
- Lead the promotion and marketing of learners onto FA courses, meeting the needs of the game and Cheshire FA's financial objectives.
- Recruit, retain and develop diverse coaches through The FA qualification framework and local CPD opportunities, with a focus on BAME and female coaches.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within Football Development programmes.
- Risk-assess all Cheshire FA events and activity for under-18s and where Cheshire FA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.

Responsibilities (cont):

- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the Cheshire FA Youth Engagement Strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in 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).
- Support the review and development of competition and league structures to ensure they meet the needs of all players.
- Provide football opportunities to all communities within Cheshire FA in all areas of the game.
- Develop and monitor strategies that effectively manage player transition from mini-soccer to youth and youth to adult to minimise drop out.
- Use the safer recruitment policy to ensure that staff and volunteers deployed by Cheshire FA are suitable for their roles and uphold the values and behaviours of Cheshire FA and it is applied to new appointments.
- Manage the Football Development team in line with personal and performance reviews; setting targets, monitoring performance and identifying training requirements.
- Manage Football Development budgets and provide quarterly reports on a quarterly basis.
- Contribute to ensuring that safeguarding and equality are embedded throughout Cheshire FA and grassroots football.
- Execute tasks as required to meet the Cheshire FA's changing priorities.





WHAT WE'RE LOOKING FOR

Qualifications:

Essential

A degree level qualification or at least two years' sports development experience.

Skills

Essential

- Strategic thinking and planning skills.
- Self-motivated with excellent leadership skills and ability to build trust-based relationships.
- Excellent internal and external stakeholder relations and customer service skills.
- 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 deadlines.
- Ability to coach, develop and manage the performance of staff.

Essential (cont)

- Exceptional communication, interpersonal and influencing skills.
- Effective report-writing and presentation skills.
- Effective prioritisation and time management skills.
- Excellent IT skills, including the use of Microsoft Office applications.
- Excellent problem-solving and decision-making skills.
- Budget management skills.
- Ability to use data to monitor and evaluate programmes.



Knowledge & Experience

Essential

- Knowledge of how the County FA operates in partnership with The FA.
- Knowledge of and commitment to equality, diversity and inclusion.
- Knowledge of the The FA's Safeguarding Operating Standard.
- Experience of monitoring and evaluation of programmes.
- Knowledge of good people management practice.

Desirable

- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of The FA's Grassroots Football Strategy and how the County FA business plans support its delivery.
- Knowledge and understanding of working with volunteers

Enhanced DBS Check required? YES

Clean, full driving licence? 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:

- Steve Smithies, CEO at Cheshire FA via HR@CheshireFA.com
- Postal applications are to be addressed; Strictly Private and Confidential, for the attention of Steve Smithies CEO, 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 2, upon submission of your application via this [link](#).

The **closing date** for applications is 5pm on **Thursday 19th May 2022**.

Interviews (in person) will be held on **Thursday 26th May 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 HR@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!



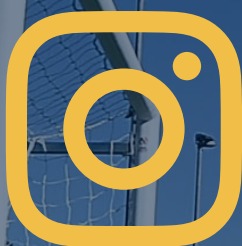
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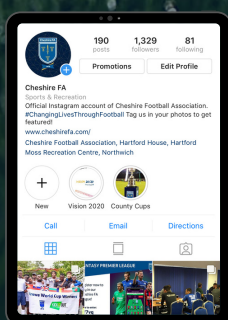
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