



# BE PROUD TO BE A BLUE

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## **Who are the Devon County FA**

As an innovative and professional organisation, Devon County Football Association is a not-for-profit organisation responsible for the development and governance of grassroots football in Devon since 1888.

We are the guardian of grassroots football in Devon and we are committed to providing opportunities for all our communities to engage in football activities. We have delegated powers from The Football Association to manage rules and regulations to ensure fair play and safeguarding in the grassroots game, both on and off the pitch. We are responsible for developing the local game and strive to positively influence football participation for all, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

We support and develop over 34,000 players within 2,000 teams that play in over 400 clubs within the 17 sanctioned leagues. We also support thousands of volunteers, coaches and administrators and help develop and grow over 500 match officials as they develop a career within the game.

**Our Vision** – to enhance lives through football in Devon.

**Our Role** – Unite and serve Devon football to provide an inclusive and enjoyable experience for all.

## **Our Values**

### **Inclusive**

We will foster a culture where everyone is welcome, celebrate the uniqueness of every individual and ensure football in Devon is for all.

### **Positive**

We will promote positive behaviours throughout football, support each other through challenges, and encourage the enjoyment which can be achieved by being involved with the game in Devon.

### **Respectful**

We will listen and appreciate all different perspectives, treat everyone with dignity and empathy and promote respectful behaviour.

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## Representative Football

This season we are delighted to be able to bring back our Under 16 Representative Team for our under 16 boys age group. The team will be representing Devon in the South West Counties Competition during the 2023/24 season which include Cornwall County FA and Somerset County FA.

The representative teams are made up of the best young players in the county. It acts as a chance for footballers who are not under professional contracts to test themselves against players from other counties.

County representative football is unique and traditional but sadly, has been forgotten by some. But for those who have represented their County in the past, it is something they treasure and have fond memories of for the rest of their life. For many, it will have been the pinnacle of their playing career. It's for this reason that we are passionate about resurrecting the opportunities for players to represent their County and to give many more individuals the experiences and memories to look back on with pride in the future.

### Time Commitment

This is a volunteer role in which you will be expected to attend all trials, training sessions and fixtures for the representative teams. You will also be invited to our Representative Committee who meet quarterly to provide an update on the progress of the team. Reasonable expenses will be paid to all volunteers.

By joining the Devon County FA you will

Be influential in providing an extended opportunity for players in Devon

Have access to all our Devon Coaches Academy events

You will be provided with County FA Nike branded kit

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<b>Job title</b>	Representative Team Manager
<b>Job purpose(s)</b>	<ul style="list-style-type: none"><li>• To lead the representative team from trials through to fixtures</li><li>• Provide a positive experience for all players and supporters.</li><li>• To contribute to implementing and maintaining The FA's Safeguarding Operating Standard for County FAs and driving safer practice in grassroots football.</li><li>• To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li></ul>
<b>Direct reports</b>	Representative Coaching Team

## Responsibilities

### Representative Team Manager

- Coordinate the trial process with the Football Services Officer
- Lead the selection process for the representative squad
- Prepare the team for all competitions and fixtures
- Liaise with the Football Services Officer to coordinate the team for all fixtures
- Lead the coaching team and volunteers associated with the representative team
- Be presentable, smart and personable at all times when representing the County FA
- Maintain honesty and integrity at all times when working with young players
- Ensure that all players act and conduct themselves – both on and off-the-pitch – in a manner appropriate of a representative of the County FA, at all times

### Safeguarding

- Risk-assess all Devon events and activity for under-18s and where the Devon directly employs or deploys under 18 referees, coaches and volunteers to ensure that appropriate safeguards are in place
- Listen to and consult with under-18s on their experiences of grassroots football as part of the Devon youth engagement strategy
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football
- Contribute to ensuring that safeguarding and equality are embedded throughout the Devon and grassroots football
- 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
- Ensure that grassroots football is inclusive, diverse and reflective of local communities
- Contribute to ensuring that safeguarding and equality are embedded throughout the Devon FA and grassroots football

### General

- Execute tasks as required to meet the Devon FA's changing priorities

## Person specification

### Qualifications

#### Essential

- FA Level 2 or UEFA C qualification
- FA Safeguarding Children
- FA Introduction to First Aid in Football

#### Desirable

- UEFA B or higher qualification
- FA Youth Award Modules 1-3
- FA Advanced Youth Award
- FA Emergency First Aid in Football or higher
- Sport-related undergraduate degree

Skills	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to work independently and as part of a team.</li> <li>• Excellent time management and prioritisation skills</li> <li>• Problem-solving and decision- making skills</li> <li>• Outstanding communication skills</li> </ul>	
Knowledge and experience	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Experience in managing an Under 14 to 18 youth team</li> <li>• Passionate about working in football</li> <li>• Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Experience in managing a representative team</li> <li>• Knowledge and understanding of working with volunteers</li> </ul>
<b>Enhanced DBS Check required?</b>	Yes
<b>Clean, full driving licence?</b>	N/A

<b>Job title</b>	Representative Assistant Team Manager
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Job purpose(s)	
<ul style="list-style-type: none"> <li>• To support the Team Manager with organisation and running of the representative team from trials through to fixtures</li> <li>• Provide a positive experience for all players and supporters.</li> <li>• To contribute to implementing and maintaining The FA's Safeguarding Operating Standard for County FAs and driving safer practice in grassroots football</li> <li>• To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time</li> </ul>	
<b>Direct reports</b>	None

## Responsibilities

### Representative Assistant Team Manager

- Support the selection process for the representative squad
- Work with the Team Manager to prepare the team for all competitions and fixtures
- Be presentable, smart and personable at all times when representing the County FA
- Maintain honesty and integrity at all times when working with young players
- Ensure that all players act and conduct themselves – both on and off-the-pitch – in a manner appropriate of a representative of the County FA, at all times

### Safeguarding

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Knowledge and experience	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Experience in coaching an Under 14 to 18 youth team</li> <li>• Passionate about working in football</li> <li>• Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Experience in managing a representative team</li> <li>• Knowledge and understanding of working with volunteers</li> </ul>
<b>Enhanced DBS Check required?</b>	Yes
<b>Clean, full driving licence?</b>	N/A

### How to Apply

For an informal conversation about the role please contact Richard Hill, Football Services Officer by email [richard.hill@devonfa.com](mailto:richard.hill@devonfa.com) or 01626 302777.

To apply for the role please complete the following;

- Complete our online application form <https://app.smartsheet.com/b/form/f2ef30c57a8345538bcefc0f456e6909>
- Complete the equality and diversity form, link to be added <https://app.smartsheet.com/b/form/4f0d94b313044218af07c38bf8c83071>

### Closing Date

- Closing date: Tuesday 30<sup>th</sup> January
- Invitations for interview will be sent by Friday 2<sup>nd</sup> February
- Interview date: w/c 9<sup>th</sup> February 2024