**Durham County Football Association Limited – Vacancy**

**Position: Football Development Officer (Lead role for Women & Girls)**

**Employer:** Durham County Football Association Limited

**Reporting to:** Senior Football Development Officer

**Salary:**  £24,000 (Fixed term post with funding secured up until June 2021)

**Role Description:**

An exciting opportunity has arisen to join the team at Durham County Football Association. We are requesting applications for a highly motivated team player who has a proven track record in sports development to deliver and achieve the County FA’s National Game targets and Business Plan objectives. This role is specifically centred on pro-actively improving and increasing football opportunities for Women & Girls.

**The principle responsibilities will be:**

* Lead, plan and implement the Womens and Girls football strategy within the County Operational Plan to meet key performance indicators that support retention and show positive growth in participation across the female pathway using positive interventions and new initiatives
* Work collaboratively with affiliated Leagues & Clubs to influence the effective delivery of sustainable female affiliated football/futsal, recreational and flexible formats
* Support the FA’s key Women & Girls initiatives at a local level by utilising strong strategic networks and partners within the community and education sectors
* Strategically recruit, manage and maintain the SSE Wildcats Centres in line with county targets.
* Support Regional Talent Centres with their business planning, facilitation of events (where appropriate); build robust relationships with local women & girl’s stakeholders
* Work strategically with Leagues, Clubs, partner organisations and wider community groups to deliver the overall business plan objectives of the Durham CFA
* Work flexibly across the County Football Association to understand and support all business functions as and when required by the Senior Football Development Officer & Senior Management Team
* Contribute to positively raising the profile and the perception of the County Football Association delivering our customer excellence strategy and demonstrating the values & behaviours of the organisation (outlined below)
* Work with the Marketing and Communications Officer to keep designated web site pages current. Embrace the impact of digital marketing across all platforms to increase the awareness and engagement of specific initiatives coupled with other business services
* Analyse and use national and local data & insight to design and implement customer focused initiatives linked to individual and team work programmes and growth targets
* To support the County Football Association in its commitment to safeguarding young people & vulnerable adults
* To have an understanding and awareness of Equality & Inclusion best practice relating to a sporting environment in order to increase female BAME and disability participation

**Role Profile**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Title:** | **Football Development Officer (Lead role for Women & Girls)** | | | | | |
| **Reports To:** | Senior Football Development Officer | | **Jobs Reporting into the Job Holder:** | | | **N/A** |
| **1. Job Purpose** | | | | | | |
| **To support the successful delivery of the County FA’s National Game Strategy KPI’s and Business Plan Objectives specifically centred on pro-actively improving and increasing football opportunities for Women & Girls** | | | | | | |
| **2. Principal Accountabilities/Responsibilities** | | | | | | |
| * Lead, plan and implement the Womens and Girls football strategy within the County Operational Plan to meet key performance indicators that support retention and show positive growth in participation across the female pathway using positive interventions and new initiatives * Strategically recruit & manage the SSE Wildcats Centres in line with county targets. Lead a part-time mentor workforce to support the year on year retention of Wildcat centres * Work collaboratively with affiliated Clubs & Leagues to influence the effective delivery of sustainable female affiliated football/futsal, recreational and flexible formats * Support the FA’s key Women & Girls initiatives at a local level by utilising strong strategic networks and partners within the community and education sectors * Support Regional Talent Centres with their business planning, facilitation of events (where appropriate); build robust relationships with local women & girls stakeholders * Work strategically with Leagues, Clubs, partner organisations and wider community groups to deliver the overall business plan and objectives of Durham CFA | | | | | | |
| **3. Knowledge/Experience/Technical Skills/Behaviours** | | | | | | |
| **Essential:**   * A strong understanding of current FA and County FA Female Football initiatives * Ability to constructively challenge the status quo, and influence positive change * Clearly demonstrate a working understanding and application of inclusion, equality and anti - discrimination, safeguarding and best practice. * Experience of engaging with partner organisations to deliver Sports/Football Development objectives on a large scale * Developing and delivering strategic project plans, with the ability to monitor, evaluate and report on progress * Customer focussed ethos * Competent user of Microsoft Office packages * Project management skills/experience including budgetary responsibility * Willingness to work unsocial hours, including evenings and weekends. * Valid driving license with regular access to a vehicle | | | | **Desirable:-**   * Educated to degree level or with 2-3 years practical experience of sports/football development * Working knowledge and understanding of grassroots football and the role of a County Football Association * Knowledge of the structure and organisations within football both nationally and locally especially the Womens & Girls pathway * Knowledge of partner organisations within the County Football Association boundaries * Sports development/other relevant qualification * Demonstration of equality in action * Previous experience of working within a football environment | | |
|  | | | | | | |
| **Company Values Durham CFA Behaviours** | | | | | | |
| * Valued * Innovative * Positive * Supportive   Website: [www.DurhamFA.com](http://www.DurhamFA.com) | | | | | * Team player * Delivery focussed & results driven * Customer Excellence ethos * Pro-active with a cost-effective approach * Honest & Trustworthy * Excellent negotiator and influencer * Decisive with a can do attitude * Resilient and determined * Approachable and friendly * Engaging and supportive | |
| **Further Information**  As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include an enhanced Criminal Records Check (CRC) to ensure their suitability for the role.  **Probationary period** – six months  **Annual Holidays**  *The annual leave entitlement for this role is 22 days per calendar year plus Bank Holidays*.  **How to apply:** To apply, please complete the application form below with covering letter with details of your current salary marked “Private and Confidential” to: John Topping, Company Secretary, Durham County FA, Riverside South, Chester le Street, County Durham. DH3 3SJ or via email to [John.Topping@DurhamFA.com](mailto:John.Topping@DurhamFA.com) stating in the subject line of your email ‘Ref: Football Development Officer vacancy’.  **Closing date for all applications is Friday 1st November 2019 with Interviews held on Wednesday 13th November 2019 at Durham County Football Association, with the start date being Monday 9th December 2019.**  Due to the volume of applications we receive, if you do not hear from us within 5 working days of the closing date, please assume that your application has not been successful. Unfortunately we are not able to provide feedback to applicants at application stage. | | | | | | |
| Completed by Name/Role | | John Topping, Company Secretary. | | | | |
| Signature | | J.C. Topping | | | | |
| Date | | 14/10/19 | | | | |

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive.

**Durham County Football Association Limited strives to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate diversity. If you have any particular requirements in respect of the recruitment or interview process please state this in your covering letter.**

|  |
| --- |
| **Post applied for: Football Development Officer (Women & Girls)** |

|  |
| --- |
| PERSONAL DETAILS |

|  |  |
| --- | --- |
| Surname: | Address: |
| Forenames: |  |
| Home Tel: |  |
| Other Tel: |  |
| Email: | Postcode: |

|  |
| --- |
| **CURRENT OR LAST EMPLOYMENT** |

|  |  |
| --- | --- |
| Employer’s name: | Position held: |
| Employer’s address | Date started: |
|  | Date finished (if applicable) |
|  | Reason for leaving |
| Post Code: | Amount of notice required to be given |
| Brief description of duties, responsibilities etc. | |

|  |
| --- |
| OTHER WORK EXPERIENCE (including as a volunteer) – most recent first |

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name and address of employer | Position held |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| EDUCATION, VOCATIONAL TRAINING AND QUALIFICATIONS – most recent first | | | |
| From | To | Establishment | Examinations, qualifications and grades |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Continue on an additional sheet if required

|  |
| --- |
| FURTHER DETAILS IN SUPPORT OF YOUR APPLICATION |
|  |
| OTHER RELEVANT ACHIEVEMENTS (e.g. leisure interests and hobbies) |
| I hold a full driving licence (YES / NO) and have access to a car (YES / NO) |

|  |
| --- |
| REFERENCES |
| Give the names, addresses and telephone numbers of two referees. One must be your current employer, or, if you are out of work, your last employer. |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Name | 2 | Name |
|  | Position |  | Position |
|  | Relationship |  | Relationship |
|  | Address  Postcode |  | Address  Postcode |
|  | Telephone No. |  | Telephone No. |
|  | Permission to contact prior to interview  Yes / No |  | Permission to contact prior to interview  Yes / No |

|  |
| --- |
| CRIMINAL RECORDS |
| Having an unspent criminal conviction will not necessarily bar you from employment. This will depend upon the circumstances and background to your offence(s). Criminal records will only be taken into account when the conviction is relevant.  Any offer of employment is conditional upon the successful candidate producing an acceptable Criminal Records Bureau disclosure. |

|  |
| --- |
| DECLARATION |
| I declare that the information given is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to dismissal.  SIGNED:…………………………………………………….. DATE:…………………………  NB: If you are not notified in writing within 5 working days of the closing date for applications, you may assume that you have not been selected for interview on this occasion. |

**Please return this form no later than Friday 1st November 2019 to John Topping, Company Secretary, Durham County FA, The Riverside South, Chester le Street, County Durham, DH3 3SJ. Email** [**john.topping@durhamfa.com**](mailto:john.topping@durhamfa.com)