

EMPLOYMENT APPLICATION PACK:

Coaching & Workforce Football Development Officer



WHAT IS IN THIS PACK?

1 Job Advert & Description

2 Application Process

3 Full Role Profile & Person Specification

4 Supporting Information

- Hampshire FA Vision, Mission & Values

If you would like to discuss the role further or have any questions on the content of this pack, please contact **Alice Weaving** or **Chris Smith*** using the details below:

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*after 22nd August



Coaching & Workforce Football Development Officer

Salary: circa £26,000 per annum

Contract: FT Sep 2022–Jun 2024
(subject to renewal)

What is the role?

We are looking for someone to drive the development of the grassroots coaching and volunteer football workforce in Hampshire; delivering a programme of continued professional development for grassroots coaches and inspiring young people to play a pivotal role in local football.

What will you do?

- You will coordinate the Hampshire FA Coaches Community
- You will help local grassroots coaches to learn and develop in their roles
- You will drive diversification of the grassroots coaching workforce in Hampshire
- You will lead our youth engagement and support the Hampshire FA Youth Network
- You will support the wider volunteer workforce

What do you need?

- A determination to develop coaches and young people
- The ability to build and maintain working relationships
- The ability to work independently and as part of a team
- The determination to fail forwards - try > fail > learn > repeat

Applications by Friday 26th August 2022:

To apply, complete the online application form. Interviews will take place w/c 5th September.

Access the form by scanning this QR code with a smartphone:



Or via :

<https://forms.office.com/r/29CqRqwYx6>

APPLICATION PROCESS

Please see the accompanying **advert & job description, full role profile & person specification** and **supporting information**. These should be used as a guide when completing the application form. The application form can be made available in alternative formats and should this be required please contact us to advise of your requirements.

Please complete the application form by clicking [here](#).

If shortlisted, you will be invited to interview for the role. The exact format of the interview will be confirmed with notice of the interview and reasonable adjustments can be made to accommodate any needs you may have.

Hampshire FA have an understanding and commitment to **equality, diversity and inclusion** and would be grateful if you could complete an optional, anonymous equality monitoring form as part of your application. By completing this questionnaire, you are helping us to plan for the future and ensure we recruit from a diverse pool of applicants that are appropriate and relevant to the community we serve.

Please complete the equality monitoring form by clicking [here](#).

Hampshire FA 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 information provided.

Key Dates:

Application Closing date – **Friday 26th August 2022**

Interviews dates – **w/c 5th September 2022**



FULL ROLE PROFILE & PERSON SPECIFICATION

Hampshire FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply for all roles.

Job title	Coaching & Workforce Football Development Officer
Reports to	Head of Strategy & Delivery
Job purpose(s)	<ul style="list-style-type: none"> To support delivery of The FA Grassroots Football, Inspiring Positive Change (Coaching) and HFA Business strategies To develop and deliver a sustainable plan for Coach Education and Development in order to meet the needs of grassroots football (in line with FA Education) To create a culture of coaching excellence through the provision of high-quality coach development opportunities, with a focus on female coaches, coaches with disabilities and coaches from diverse ethnic communities To lead engagement with young people and inspire/develop the next generation of grassroots football volunteers To contribute to the effective implementation of The FA's Safeguarding 365 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
Direct reports	Coaching & Workforce Apprentice (to be appointed) and Sessional HFACC Mentors
Location	Winklebury Football Complex, Basingstoke, RG23 8BF (Hybrid Working Policy currently in operation providing mix of office/remote working - subject to ongoing review)
Working hours	38.75 hours a week, occasional evening/weekend work required (Flexible options available - job share, part-time)
Contract type	Initial full-time contract from Sep 2022 - 30th June 2024 (Further extension subject to funding renewal)
Salary	Circa £26,000 per annum

Roles & Responsibilities:

Representing Hampshire FA	<ul style="list-style-type: none"> Actively deliver against Company Values and Behaviours and the Customer Charter Actively support the challenging of all forms of discrimination in football Utilise hub sites as a resource to deliver programmes and further Hampshire FA's reputation as a facility provider Lead delivery of set objectives through Hampshire FA Youth Network
Coach Development & Retention	<ul style="list-style-type: none"> Work with FA Education to promote the FA Qualification Framework aiming to achieve a long-term target of 100% youth teams having access to a qualified coach Deliver the Hampshire FA Coaches Community (HFACC) to engage a network of volunteer coaches Through the HFACC provide a programme of continuous professional development for coaches Through the HFACC deliver a programme of services to clubs/leagues to support coach development Recruit, support and deploy HFACC Mentors to deliver local coach development projects Work with local professional clubs, FA Education and wider partners to deliver coach development opportunities
Diversification of Coaching Network	<ul style="list-style-type: none"> Innovate to recruit, retain and develop diverse coaches on The FA qualification framework Deliver programmes to engage and develop female coaches (with support from the Female Pathway FDO) Deliver programmes to engage and develop coaches from diverse communities (with support from the Community Engagement & Inclusion Officer) Deliver programmes to engage and develop Coaches with disabilities (with support from the Disability FDO) Deliver programmes to engage and develop U18 Coaches (with support from the Youth Network)
Youth Engagement	<ul style="list-style-type: none"> Use national and local data, research and customer insight to increase engagement with young people Act as primary contact for the new Hampshire FA Youth Network - a group of young people influencing football decisions in Hampshire and delivering projects to improve the grassroots game Lead ongoing recruitment for the Youth Network and provide mentor support to existing members Connect the Hampshire FA Youth Network with The FA Leadership Academy Lead wider youth engagement to ensure that all young people are given the opportunity to influence local football Support the Hampshire FA student internship programme and facilitate work experience placements as appropriate
Volunteer Workforce	<ul style="list-style-type: none"> Support the roll out of England Football volunteer support and development tools/opportunities Develop continued personal development opportunities for grassroots volunteers Support clubs and leagues to create flexible volunteering opportunities to encourage retention and diverse recruitment



Safeguarding	<ul style="list-style-type: none"> Support maintenance of FA safeguarding 365 operating standards and ensure that the safeguarding of young and vulnerable people is prioritised at all times Carry out appropriate Safeguarding Risk Assessments for any activities delivered Ensure that all participants and their families are aware of how/encouraged to report any safeguarding concerns they might have Listen to and consult with under-18s on their experiences of grassroots football as part of the Hampshire FA youth engagement strategy
Equality, Diversity & Inclusion	<ul style="list-style-type: none"> Use national and local data, research and customer insight to diversify the coaching workforce Share insight and good practice for engaging U18 coaches, female coaches and coaches from diverse ethnic communities with the Referee Development team to support wider grassroots workforce diversification
Finance	<ul style="list-style-type: none"> Manage budget for area of Business Strategy and adhere to Hampshire FA finance protocols, processing payments and invoices as required Identify funding that will be of benefit to grassroots football and provide appropriate advice and support to applicants

Skills

Knowledge/Experience

Essential (Required to fulfil role)	<ul style="list-style-type: none"> An interest in developing coaches and young people Ability to work strategically with partner organisations Ability to plan, set and achieve objectives to deadlines IT skills, including the use of Microsoft Office applications Ability to work independently and as part of a team Time management and prioritisation Problem-solving and decision-making Communication and presentation skills Ability to use data to monitor and evaluate programmes Influencing skills to champion change 	<ul style="list-style-type: none"> Knowledge of FA Coaching Qualification Framework Educated to A Level or equivalent Practical experience of sports/football development/delivery Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding Developing networks and relationships with a variety of stakeholders Provision of excellent customer service
Non-Essential (Beneficial but can be accumulated once in the role)	<ul style="list-style-type: none"> Able to deliver Coaching CPD mentoring/support/CPD sessions (FA Coach Developer) Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players. Capability to create multiple reports, budgets and plans Budget management 	<ul style="list-style-type: none"> Two years' sports development experience Knowledge of the structure and partner organisations within football, nationally and within Hampshire Knowledge of The FA's Grassroots Football strategies Experience of project management Knowledge of The FA coaching qualification framework Experience of utilising mapping programmes to support strategic and logistical planning Knowledge and understanding of working with volunteers

HFA Values

Expected Behaviours

PROGRESSIVE	<ul style="list-style-type: none"> Identifies the need for, and actions change in direction, practice, policy or procedure. Questions the way things are done and takes informed risks. Continuously seeks to improve efficiency and performance.
RESPECTFUL	<ul style="list-style-type: none"> Maintains people's self-esteem when interacting with them. Avoids pre-judgement when listening to suggestions from others. Seizes the opportunity to apply Hampshire FA standards at all times.
INCLUSIVE	<ul style="list-style-type: none"> Openly collaborates with colleagues and partners in the game Provides equal opportunity to people of different backgrounds, experience and perspective Seeks out and embraces new ways of thinking and working.
DETERMINED	<ul style="list-style-type: none"> Works relentlessly to overcome roadblocks or obstacles to achieve the goal. Remains focused on seeing agreed goals through to completion taking pride in their work. Maintains motivation for their team and themselves.
EXCELLENT	<ul style="list-style-type: none"> Seeks to achieve the highest levels of performance at all times. Can be committed to achieve a standard that others consider impossible. Supports others to go further and achieve more.

Application Deadline:

Friday 26th August 2022

Interviews to be held (format TBC):

Week Commencing 5th September 2022



SUPPORTING INFORMATION

Hampshire FA Vision, Mission & Values

Vision

Using the power of **football** to build a better future for all communities in **Hampshire**.

Mission

Set strong foundations for all of Hampshire football to **Recover** stronger by enabling & supporting a bespoke Hampshire FA workforce.

Deliver an expanding network of **Hub Sites**, connected with & fully engaging their local communities.

Put **Youth Engagement** at the centre of all delivery & ensure young people are heard, safeguarded & empowered to influence the future.

Re-invigorate **Equality, Diversity & Inclusion** through new IAG/local engagement structure & governance standards.

Undertake a full business **Culture** review to embed inclusivity, safeguarding & quality community service throughout all we do.

Values

Progressive - Respect - Inclusion - Determined - Excellence

