

EMPLOYMENT APPLICATION PACK:

Male Pathway Football Development Officer



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We will be running a **Virtual Information Evening** on, **Wednesday 6th April 2022** at **6pm**,

On the evening we will happily answer any questions you may have about the role or application process.

To **register** for the open evening click [here](#).



Male Pathway Football Development Officer

Salary: circa £25,000 per annum

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

What is the role?

We are looking for someone to drive the development of male football in Hampshire; retaining and growing participation across youth, adult, vets and walking football.

What will you do?

- You will lead the development of all male football from youth through to walking football
- You will support leagues and clubs to improve the overall football provision in Hampshire
- You will explore new ways and deliver different formats of football and engage new players
- You will ensure male football in Hampshire is safe, fun and inclusive

What do you need?

- The ability to build and maintain working relationships
- The ability to work independently and as part of a team
- The ability to work around challenges by developing new solutions
- The determination to fail better - try > fail > learn > repeat

Applications by 20th April:

To apply, complete the online application form. Interviews will take place w/c 2nd May.

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



Or via :

<https://forms.office.com/r/Sq67hnZ6ep>

Virtual Information Evening:

To learn more about the role join us virtually on **Wednesday 6th April at 6pm.**

Register by scanning this QR code with a smartphone:



Or via:

<https://forms.office.com/r/XC2UXLb0gf>



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 - **Wednesday 20th April 2022**

Interviews dates - **Week commencing 2nd May 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	Male Pathway Football Development Officer
Reports to	Football Development Manager
Job purpose(s)	<ul style="list-style-type: none"> To support delivery of The FA National Game Strategy and the Hampshire FA Business Strategy To develop and deliver a sustainable plan for growth and quality across the male football pathway (inc. youth, adult, vets & walking football) 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	Participation Development Intern
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 May 2022 - 30th June 2024 (Further extension subject to funding renewal)
Salary	Circa £25,000 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
Retain Participation	<ul style="list-style-type: none"> Deliver an Early Warning System to identify and support teams at risks through insight gathered from leagues Facilitate the movement of male players from mini-soccer to youth football and youth football to adult football Maintain existing Play On Leagues in Basingstoke and Southampton and ensure their long term sustainability Utilise the feedback from under-18s and adults at risk to enhance the experience, fun and safety in grassroots football
Grow Participation	<ul style="list-style-type: none"> Use national and local data, research and customer insight to increase participation in male grassroots football Develop programmes to support and grow male football provision, with a focus on retaining 12 to 18-year-old players Expand the Hampshire FA Play On League franchise to provide recreational football for open aged males players Increase male recreational football participation via The FA Just Play programme by engaging a wide range of stakeholders and targeting a variety of groups based on local demand Provide or facilitate the development of other formats of football (e.g. walking football, vets football and futsal) that reflect changing participant behaviour and expectations Complete an annual analysis of male football to map participation and identify gaps in provision
Support Clubs & Leagues	<ul style="list-style-type: none"> Provide football development support and advice to clubs and leagues Support leagues within the National League System through their league development plans. Deliver a programme of services to club and league volunteers, with an emphasis on gaining more England Football Accredited clubs and leagues 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)
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"> Ensure that male football is inclusive, diverse and reflective of local communities Use national and local data, research and customer insight to diversify participation in male grassroots football Support the growth of disability participation within the male pathway
People	<ul style="list-style-type: none"> Line manage and mentor the Participation Development Intern Support recruitment of 12-month student university internship placements from for subsequent seasons
Finance	<ul style="list-style-type: none"> Manage budget or area of Business Strategy and adhere to Hampshire FA finance protocols, processing payments and invoices as required Identify sources of 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"> 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"> 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"> 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 National Game Strategy 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:	Wednesday 20 th April 2022
Interviews to be held (format TBC):	Week Commencing 2 nd May 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

