

INTERNSHIP APPLICATION PACK:

England Football Programmes Football Development Intern



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

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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 – **Sunday 8th February**

Interview date – **W/C 23rd February** (in person @ Winklebury Football Complex, RG23 8BF)



Events Football Development Intern

Remuneration: All travel expenses

Placement: Full Time Sept '26 to June '27

What is the role?

We are looking for someone to support the Hampshire FA delivery team with leading grassroots football competitions and events, support the Male, Female and Disability Pathways. The successful candidate will support Hampshire FA by leading both on the pitch and off the pitch events, positively impacting grassroots football across Hampshire.

What will you do?

- You will lead or support with the planning and delivery of on the pitch events, such as the Hampshire FA Walking Football League, County Cup Finals, Play On League, Find your feet festivals and The Hampshire school games.
- You will work with the Football Delivery Team in a variety of projects to inspire new and existing stakeholders off the pitch, such as Coach & League CPD events, the Womens & Girls collective and the Grassroots Football Awards
- You will work collaboratively with all Hampshire FA departments to deliver high quality events and support all local grassroots football.
- You will complete Safeguarding risk assessments to ensure the safety of all participants
- You will work with the delivery team to support Grassroots Football in Hampshire

What do you need?

- The ability to work collaboratively with a wide range of stakeholders
- The ability to connect and work within local communities
- The determination to fail forwards - try > fail > learn > repeat

Applications by Sunday 8th February:

To apply, complete the online application form. Interview dates: W/C 23rd February 2026.

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



Or via :

<https://forms.office.com/e/vbcgaUPhNn>

FULL ROLE PROFILE & PERSON SPECIFICATION

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

Role title	England Football Programmes Football Development Intern
Reports to	Male Pathway Football Development Officer
Role purpose(s)	- You will lead the delivery of Hampshire FA's Walking Football League, Walking Football County Cup, Find your feet festivals and Futsal County Cup - You will support the Hampshire FA County Cup Finals, Hampshire School Games and Play On League delivery - You will support the delivery team in inspiring existing and new stakeholders through coach, club and league CPD events, the Womens & Girls Collective and The Grassroots Football Awards - You will support with the logistics and administration of additional events created by the delivery team - You will work with the delivery team to support the growth and retention of Football in Hampshire
Location	Winklebury Football Complex, Basingstoke, RG23 8BF Hybrid Working Policy currently in operation providing a mix of office days/remote working (requirement to work in the office one day per week, on a Thursday)
Working hours	Full time - 35 hours a week with occasional evening/weekend work required (flexible options available e.g. part time)
Placement type	Fixed term unpaid placement from 2 nd September 2026 – 30 th June 2027

Roles & Responsibilities:

Representing Hampshire FA	- 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	- Lead on the delivery of Hampshire FA Walking Football programme - Support delivery of new provision - Support the Delivery Team with inspiring events to support the existing stakeholders - Utilise the feedback from under-18s and adults at risk to enhance the experience, fun and safety in grassroots football
Grow Participation	- Use national and local data, research and customer insight to increase participation in football in Hampshire - Support planning and delivery of new events and provision - Support the strategy and growth of Walking Football Coffee & Cake Mornings - Facilitate the development of other formats of football (e.g. Walking Football/ Futsal) that reflect changing participant behaviour and expectations - Support new Play On Leagues to be created and delivered across the County
Stakeholder Engagement	- Engage with existing partners to support the delivery of events across the county - Identify and target new partners to deliver new provision in Hampshire - Work alongside professional clubs to deliver high quality CPD events - Support the delivery of the Youth and Adult League forums
People	- Work with Male, Female & Disability Pathway Football Development Officers and wider Delivery Team across the county - Engage with local clubs, leagues and organisations to support football in Hampshire
Safeguarding	- Support maintenance of FA safeguarding 365 operating standards and ensure that the safeguarding of young and vulnerable people is always prioritised - 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



Equality, Diversity & Inclusion	• Ensure that football is inclusive, diverse and reflective of local communities • Use national and local data, research and customer insight to diversify participation in football
Finance	• Manage budget of events and ensure events are being delivered sustainably • Manage payments of Hampshire FA Walking Football League and Play On League

Skills

Knowledge/Experience

Essential (Required to fulfil role)	• 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	• Passionate about grassroots football • Basic understanding of sport/ football development • University placement student • Basic understanding of event delivery
Non-Essential (Beneficial but can be accumulated once in the role)	• Budget management • Ability to use data to monitor and evaluate programmes • Ability to work strategically with partner organisations	• Skilled in league & tournament delivery • Understanding of Football provision in Hampshire

Application Deadline:	Sunday 8 th February 2025
Interviews to be held:	W/C 23rd February (in Person @ Winklebury Football Complex, RG23 8BF)



SUPPORTING INFORMATION

Hampshire FA Strategy | EVOLVING WITH THE GAME



Our **Evolving with the Game** strategy has been formed with the needs of our community in mind and centres around 12 clear member priorities that were identified through consultation. We believe that by focusing on these 12 key areas we will achieve success across all strategic objectives, provide the best possible service to our community and realise our purpose of **Creating Opportunities for Our Game to Evolve & Thrive**.

Both football and the Hampshire community are continuously changing so it is important that Hampshire FA adapts with it. We aim to be a modern County FA that acts in balance as both a local governing body for our game and a high-quality football service provider. We are confident that this unique combination will help to ensure football in Hampshire goes from strength to strength over the next four years and beyond.

To find out more about the 12 member priorities and our strategy in general, visit the dedicated page on our website:

<https://www.hampshirefa.com/about/evolving-with-the-game>



SUPPORTING INFORMATION

Hampshire FA | OUR VALUES



FORWARD THINKING

Look to the past & future to identify ways to adapt, improve & progress

PLAN WITH VISION | REFLECT & LEARN | BE ADAPTABLE



PERSON CENTRED

Act inclusively with everyone's best interests at heart

BE APPROACHABLE | LISTEN & ACT | BE OPEN & TRANSPARENT



ACCOUNTABLE

Be accountable to and for the game

TAKE OWNERSHIP | ACT WITH INTEGRITY



COLLABORATIVE

Work as a community towards shared goals

BUILD RELATIONSHIPS | WORK AS A TEAM | EMPOWER OTHERS

CREATING OPPORTUNITIES FOR OUR GAME TO EVOLVE & THRIVE

