

# EMPLOYMENT APPLICATION PACK:

Bournemouth Play On League Coordinator



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- Hampshire FA Vision, Mission & Values

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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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# Bournemouth Play On League Coordinator

**Salary:** £20 per hour

**Contract:** January 2024 – June 2024

## What is the role?

Your role will be to support in coordinating league fixtures, as well as being present on match days to facilitate the teams playing in the Bournemouth Veterans PlayOn League. We are looking for a reliable and passionate individual to become the driving force behind the new 7v7 Veterans Football League at Chapel Gate, Bournemouth.

This is an exciting opportunity for you to be a part of the development of flexible football in Hampshire! The fixtures for the league will take place on Monday evenings at Chapel Gate, between 8:00 to 10:00pm.

## What will you do?

- You will coordinate the fixtures on the evening
- You will liaise with team managers to organise fixtures
- You will update the league table
- You will ensure the facility is set up & manage equipment
- You will take player registrations on the evening
- You will take payments and track finance
- You will support promoting the league in the local area

## What do you need?

- FA DBS & FA safeguarding qualification
- FA First Aid in Football qualification

## Applications by 16<sup>th</sup> February:

To apply, complete the online application form. Interview dates: W/C 19<sup>th</sup> February  
Access the form by scanning this QR code with a smartphone:



Or via : <https://forms.office.com/e/88RQBNWfkN>

# 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 16<sup>th</sup> February**

Interviews dates - **W/C 19<sup>th</sup> February**



# FULL ROLE PROFILE & PERSON SPECIFICATION

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

<b>Job title</b>	Bournemouth Veterans Play On League Coordinator
<b>Reports to</b>	Male Pathway Football Development Officer
<b>Job purpose(s)</b>	<ul style="list-style-type: none"> <li>You will coordinate the league fixtures</li> <li>You will ensure the facility is set up &amp; manage equipment</li> <li>You will take player registrations on the evening</li> <li>You will take payments and track finance</li> </ul>
<b>Location</b>	Chapel Gate, Bournemouth, BH23 6BL
<b>Working hours</b>	Part Time, 2 hours per week – Monday, 8:00– 10:00pm, £20 per hour
<b>Role Type</b>	Fixed term from January 2024 – June 2024 (Potential to continue in 2024/25 season, depending on league success)

## Roles & Responsibilities:

<b>Representing Hampshire FA</b>	<ul style="list-style-type: none"> <li>Actively deliver against Company Values and Behaviours and the Customer Charter</li> <li>Actively support the challenging of all forms of discrimination in football</li> <li>Utilise hub sites as a resource to deliver programmes and further Hampshire FA's reputation as a facility provider</li> </ul>
<b>Retain &amp; Grow Participation</b>	<ul style="list-style-type: none"> <li>Work with the Male Pathway Football Development Officer to retain and grow participation in the Bournemouth Play On League.</li> </ul>
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>Deliver high quality, engaging service to ensure all participants enjoy football in a safe, fun environment.</li> <li>Engage with players &amp; coaches to build relationships with all league stakeholders.</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>Engage with players &amp; coaches to deliver a high quality product.</li> <li>Work with Male Pathway Football Development Officer to deliver high quality service</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Support maintenance of FA safeguarding 365 operating standards and ensure that the safeguarding of young and vulnerable people is prioritised at all times</li> <li>Carry out appropriate Safeguarding Risk Assessments for any activities delivered</li> <li>Ensure that all participants and their families are aware of how/encouraged to report any safeguarding concerns they might have</li> </ul>
<b>Equality, Diversity &amp; Inclusion</b>	<ul style="list-style-type: none"> <li>Ensure that Play On sessions are inclusive, diverse and reflective of local communities</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>Take payments and report finance sheet to Male Pathway Football Development Officer.</li> </ul>



	<b>Skills</b>	<b>Knowledge/Experience</b>
<b>Essential (Required to fulfil role)</b>	<ul style="list-style-type: none"> <li>Ability to plan, set and achieve objectives to deadlines</li> <li>Ability to work independently and as part of a team</li> <li>Time management and prioritisation</li> <li>Problem-solving and decision-making</li> <li>Communication skills</li> <li>Skilled in football delivery</li> </ul>	<ul style="list-style-type: none"> <li>FA DBS Check</li> <li>FA Safeguarding</li> <li>FA First Aid</li> <li>Experience in facilitating sporting events, tournaments or fixtures</li> </ul>
<b>Non-Essential (Beneficial but can be accumulated once in the role)</b>	<ul style="list-style-type: none"> <li>Skilled in league delivery</li> </ul>	<ul style="list-style-type: none"> <li>Taking and recording payments</li> </ul>

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

<b>Application Deadline:</b>	Friday 16 <sup>th</sup> February
<b>Interviews to be held (format: Online):</b>	W/C 19 <sup>th</sup> February



# 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**

