



# Lancashire Football Association ('Lancashire FA')

## Technology Mentor Role Profile

<b>Job Title</b>	Technology Mentor   Lancashire FA
<b>Reports to</b>	Chief Executive Officer / Development Officer

<b>Job Purpose</b>	
<ul style="list-style-type: none"><li>To support Lancashire FA affiliated clubs and leagues with using FA based technology systems, including, but not limited to Whole Game System, Full Time, the Matchday App and Matchday Payments via PayPal.</li></ul>	
<b>Direct Reports</b>	<ul style="list-style-type: none"><li>None</li></ul>
<b>Location</b>	<ul style="list-style-type: none"><li>Home Based, with occasional travel</li></ul>
<b>Working Hours</b>	50 Hours over the period of the contract.
<b>Contract Type</b>	Fixed term contract until the end of the 50 hours / End of August 2020

<b>Responsibilities</b>	
<b>Co-ordination and Delivery</b>	
<ul style="list-style-type: none"><li>Work with the Lancashire FA Tech Lead, affiliated clubs and sanctioned leagues to identify where there is a need for tech support</li><li>Meet virtually and face-to-face with club and league volunteers to step by step guide them through the adoption of FA Tech: WGS PR, FT and Matchday</li><li>Convert a minimum of 3 Clubs with an average of 30 teams to Matchday Payments via PayPal</li><li>Where appropriate, support at Lancashire FA virtual and face-to-face events</li><li>Deliver workshops to groups that will use FA systems</li></ul>	
<b>Monitoring and Evaluation</b>	
<ul style="list-style-type: none"><li>Complete weekly / monthly feedback to Lancashire FA</li><li>Report any issues or concerns to Lancashire FA in a prompt and effective way</li><li>Provide case studies of success when requested</li></ul>	
<b>Safeguarding</b>	
<ul style="list-style-type: none"><li>Contribute to ensuring that safeguarding and equality are embedded throughout the Association and grassroots football</li><li>Complete the Lancashire FA induction before commencement of duties.</li><li>An understanding of safeguarding in football.</li></ul>	



Person Specification	
Qualifications	
Skills, Knowledge & Experience	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Whole Game System Matchday and Full Time</li> <li>• Experience of grassroots football in Lancashire</li> <li>• Excellent planning and organisational skills</li> <li>• Excellent time management</li> <li>• Effective communication skills</li> <li>• Ability to confidently make informed decisions</li> <li>• Ability to organise, prioritise and meet deadlines</li> <li>• Availability to support clubs and leagues across Lancashire</li> <li>• Full driving license and own transport (post lockdown)</li> <li>• Computer literate and technically comfortable</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Previous experience of training adults</li> <li>• Holding current position within a club or league committee</li> <li>• Knowledge and understanding of Lancashire FA processes</li> <li>• Confidence in using Microsoft Word and Microsoft Excel</li> </ul>

<b>Enhanced DBS (CRC) Check required?</b>	NO
This role carries eligibility for an FA criminal record check under the auspices of the Disclosure and Barring Service (DBS) as laid down in the Protection of Freedoms Act 2012 and FA regulations regarding regulated activity.	
<b>Clean full driving licence required?</b>	YES

The Role Holder will be expected to understand and work in accordance with the Lancashire FA values and behaviours, as described below	
Value	Behaviours
<b>CARING</b>	<ul style="list-style-type: none"> <li>• Respect for colleagues and customers - Regularly finds ways to praise the work of stakeholders and colleagues and recognises their expertise and competencies.</li> <li>• Respect for our environment - Champions working in a clean, organised and professional environment and challenges when this doesn't happen.</li> <li>• Supports customers and colleagues - Consistently asking customers what they want, listening and providing appropriate response/services. Goes out of their way to help and support colleagues and customers.</li> <li>• Empathy and kindness - Recognising and showing understanding when customers and colleagues are facing challenges and going the extra mile to help them.</li> </ul>
<b>INTEGRITY</b>	<ul style="list-style-type: none"> <li>• Taking responsibility - Relentless in getting the job done. Always finding solutions to challenges. Celebrating personal success and acknowledging the contribution of others</li> <li>• Decision making - Taking responsibility for decisions for the organisation, my team or my work. Influencing decision making. Making brave decisions.</li> <li>• Honesty - Standing up for what you believe is right. Strong moral code. Always having challenging conversations.</li> </ul>
<b>INSPIRING</b>	<ul style="list-style-type: none"> <li>• Inspiring others to perform – Consistently reflects and adapts to deliver to the highest level of performance – constant self-improvements. Coaches and mentors others. Delegates effectively. Shares the success of Lancashire FA stakeholders to inspire others.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Motivating and engaging – Stands out as bringing energy and the driving force for motivating others to take action.</li> <li>• Enthusiasm – Always thinking positively and communicating that both Lancashire FA, and I personally, can make a positive difference.</li> <li>• Vision and communication - Creating a compelling vision for your area of work/customer that matches business needs and gaining buy in to implement the vision.</li> </ul>
<b>CREATIVE</b>	<ul style="list-style-type: none"> <li>• Curious - Making time to thinking about how we can be ahead of the game in the future. Looking externally for new ideas Encouraging diverse opinions. Proactively promoting and role modelling Growth mindset.</li> <li>• Ideas into action - Being proactive about shaping, developing and implementing new ideas. Always thinking and challenging “is this realistic?” Monitors and learns from creative ideas and processes.</li> <li>• Challenging - Challenges internally to make time to think and be creative individually and in teams. Implements new solutions and ways of working.</li> </ul>
<b>TEAMWORK</b>	<ul style="list-style-type: none"> <li>• Communication - Always speaks positively about the way we do things and our values. Champion our vision, strategy and plans and taking care of our reputation. Holding each other accountable.</li> <li>• Collaboration - Leads projects successfully engaging with the right people and skills sets. Engages internal and external stakeholders to improve products and services.</li> <li>• Conflict - Addresses issues quickly and effectively, finding solutions to maintain team productivity and togetherness. Brave and courageous conversations to address issues</li> <li>• Teamwork - Role models being a team player and or leads a high performing team. Uses the skills and knowledge of team members to develop solutions. Supporting and challenging coaching conversations to help others improve</li> </ul>

<b>Job Description reviewed and modified by:</b>	<i>[insert name and role title]</i>
<b>Date Job Description reviewed and modified:</b>	<i>[insert date]</i>
<b>Job Description agreed on behalf of the Association by:</b>	<i>[insert name and role title]</i>
<b>Signed by role holder (on appointment):</b>	<i>[insert signature]</i>
<b>Date signed:</b>	<i>[insert date]</i>

**One copy to be retained by the role holder, one signed copy to be stored confidentially by Lancashire FA.**