



**ENGLAND  
FOOTBALL**

# ***LEICESTERSHIRE & RUTLAND COUNTY FA***

**DISABILITY FOOTBALL AMBASSADOR  
APPLICATION PACK**

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## ABOUT LEICESTERSHIRE & RUTLAND COUNTY FA

LRCFA is the governing body for football in Leicestershire & Rutland. We are responsible for leading and serving the game at amateur level, a sector widely referred to as 'Grassroots' football.

LRCFA is committed to making the game of football as safe and enjoyable as possible for all those involved. LRCFA works closely with The FA, the game's Governing Body, in order to ensure that all safety standards are met.

LRCFA MISSION	<i>Working for the benefit of our members and the whole community by delivering the highest standards of service for football in Leicestershire and Rutland</i>
LRCFA VISION	<i>To get as many people playing football in the best possible environment</i>
LRCFA VALUES	<i>Progressive</i> <b>R</b> <i>espectful</i> <b>I</b> <i>nclusive</i> <b>D</b> <i>etermined</i> <b>E</b> <i>xcellence</i>

## THE ROLE

LRCFA is inviting applications for the 50-hour position of Disability Football Ambassador. We are looking for an enthusiastic and experienced individual who can support 2 and 3-star England Accredited Clubs to apply the key learnings from the Disability Club Training to create their own Disability Football Game Plan. Support the club to implement this Game Plan to provide more club-based opportunities for disabled people to play, coach and/or volunteer. We are looking for individuals who have a passion for driving safer practice in football across Leicestershire & Rutland and as an equal opportunity employer, we welcome applications from all sections of our diverse community.

## WHAT CAN WE OFFER?

- An exciting opportunity to be part of a forward-thinking progressing business.
- To work with key stakeholders within grassroots football.
- Flexible approach to working to enable you to balance the demands of the role with personal circumstances
- Access Ground Passes for Leicestershire & Rutland County FA affiliated clubs. (Excluding Leicester City FC).
- Employee Assistant Programme which provides access to free advice in areas such as; health and lifestyle, legal, work life, home life.
- Opportunity to apply for tickets to attend Leicester City FC, England or FA Competition matches.

## SAFEGUARDING

LRCFA is committed to safeguarding children, young people 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 the post, as all cases are judged individually according to the nature of the role and information provided.

## ROLE PROFILE

<b>JOB TITLE</b>	Disability Football Ambassador
<b>REPORTS TO</b>	Football Development Officer (Female & Disability)
<b>JOB PURPOSE(S)</b>	
<ul style="list-style-type: none"> <li>Support grassroots football clubs to apply their learnings from the Disability club training and build their own Disability Football Game Plan; creating more opportunities for disabled players</li> </ul>	
<b>DIRECT REPORTS</b>	N/A
<b>LOCATION</b>	Based at the L&RCFA Headquarters, frequent travel to other locations across the Leicestershire and Rutland will be required with some home working.
<b>WORKING HOURS</b>	50 hours per contract. Hours of work will vary and may include evenings and weekends
<b>CONTRACT TYPE</b>	Casual Worker
<b>SALARY</b>	£25 p/h

## RESPONSIBILITIES

- Attend the 'Disability Football Ambassador Training'; scheduled for February 2023.
- Engage with selected 2 and 3-star England Football Accredited clubs following their completion of the Disability Friendly Club Training, to support in the creation of a bespoke disability game plan which will outline new club-based opportunities for disabled people which may include new playing provisions, coaching opportunities, and/or volunteering roles.
- Drive engagement at every level of clubs to maximise and sustain these opportunities for disabled people.
- Support clubs to build and sustain relationships with relevant local partners such as charitable organisations, disability support groups, educational establishments, alongside other key partners to promote the new opportunities.
- Help clubs access relevant support including funding and coach development opportunities with support from the County FA.
- To collaborate with County FA staff, national FA staff, disability football coach mentors, external partners, and wider members of the grassroots delivery team workforce.
- Maintain records of the support being provided to grassroots clubs with the aim of providing clarity on work programmes, development opportunities and sharing of good practice.

## PERSON SPECIFICATION

### QUALIFICATIONS

#### ESSENTIAL

- Can demonstrate a history of success in developing disability grassroots football opportunities.
- Experience of facilitating and engaging with volunteers.
- Experience of engaging with external partners and stakeholders.

#### DESIRABLE

- Experience of volunteering within a grassroots football club as a Committee Member.
- Experience of mentoring others.
- Experience of accessing external funding.



## KNOWLEDGE, SKILLS AND BEHAVIOUR

### ESSENTIAL

- Ability to build trust and develop effective working relationships within England Football Accredited Clubs.
- Ability to deliver practical support sessions to a range of club Volunteers.
- Understanding of how an England Football Accredited Club operates.
- An advocate for disability football with an understanding of the challenges and barriers that both players and volunteers can face.
- Commitment to attend additional training provided as part of this programme.
- Proficient IT skills in Microsoft Office with experience in organising and leading virtual meetings.
- Flexible in approach with willingness to work evenings and weekends, as well as travel across the County.

### DESIRABLE

- Knowledge of The FA's Gameplan for Disability Football; Football Your Way.
- Knowledge of the England Football Accreditation Framework.
- Knowledge of existing support measures available to England Football Accredited Clubs.

**ENHANCED DBS CHECK REQUIRED?**

**Yes**

**CLEAN, FULL DRIVING LICENCE?**

**Yes**

THE JOB HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE VALUES AND BEHAVIOURS DESCRIBED BELOW

FA VALUE	BEHAVIOURS
PROGRESSIVE	<p><b>Embraces new thinking in pursuit of continuous improvement:</b></p> <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>
RESPECTFUL	<p><b>Sets the standards for respectful behaviour across the game</b></p> <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 LRCFA standards at all times</li> </ul>
INCLUSIVE	<p><b>Champions and ensures that football is, and will remain, a game for everyone</b></p> <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>
DETERMINED	<p><b>Tenacious and accountable. Serving the whole game and doing the right thing</b></p> <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>
EXCELLENT	<p><b>The very best outcome achieved by sustained excellence in performance</b></p> <ul style="list-style-type: none"> <li>Seeks to achieve the highest levels of performance at all times</li> <li>Can be persistent to achieve a standard that others consider impossible</li> <li>Challenges others to go further and achieve more</li> </ul>

## HOW TO APPLY

- Complete the **Online Application Form**, explaining in details how you are suitable for the role. Applications must be submitted by no later than **10am on Monday 6<sup>th</sup> February 2023**. Please note that no applications will be accepted after this time.
- The application form cannot be saved so we recommend completing in a word document prior and transferring to the application form ahead of submission.
- Provide the **Equality and Diversity Monitoring Form** and return to **Jobs@LeicestershireFA.com**. Please note that completing this form is entirely voluntary.
- LRCFA is committed to equality of opportunity for all. We would welcome applications from women, people with Disabilities and Black, Asian and Minority Ethnic Communities as they are currently underrepresented within the organisation.
- **Click here** to see the LRCFA Safer Recruitment Policy

## SELECTION PROCESS

- Applicants selected will be contacted by no later than **5pm on Friday 10<sup>th</sup> February**. If you have not heard from us by this date unfortunately you have been unsuccessful on this occasion.
- Applicant's may be asked to complete an online interview for further insight, should LRCFA require.

If you have any queries regarding the role, please contact Karl Percival, Football Development Officer on **Karl.Percival@LeicestershireFA.com**

