



**ENGLAND  
FOOTBALL**

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

***VOLUNTEER COORDINATOR  
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.

<b>LRCFA MISSION</b>	<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>
<b>LRCFA VISION</b>	<i>To get as many people playing football in the best possible environment</i>
<b>LRCFA VALUES</b>	<i>Progressive Respectful Inclusive Determined Excellence</i>



## THE ROLE

LRCFA is inviting applications for the position of Volunteer Coordinator. We are looking for an enthusiastic and experienced individual who can support the delivery of the Volunteer Game Plan. The role will include supporting England Accredited clubs and leagues to sustainably recruit, retain and reward volunteers, increase satisfaction of volunteers and diversify the volunteer workforce within Leicestershire and Rutland. 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 progressive 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, homelife.
- 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>	Volunteer Coordinator
<b>REPORTS TO</b>	Football Development Officer (Female & Disability)

### JOB PURPOSE(S)

- To support delivery of The FA Grassroots Football Strategy, Volunteer Game Plan and the Leicestershire & Rutland County FA Business Strategy.
- To support England Accredited Clubs & Leagues, to sustainably recruit, retain and reward volunteers
- To improve the satisfaction and diversity of volunteers
- To grow the number and diversity of volunteers within Leicestershire & Rutland.
- 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.

<b>DIRECT REPORTS</b>	None
<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>	20 hours per week on a flexible basis. Hours of work will vary and may include evenings and weekends
<b>CONTRACT TYPE</b>	Part Time – 18 Months Fixed Term
<b>SALARY</b>	£12,000 Per Annum (£22,500 Pro Rata)



## RESPONSIBILITIES

- Support targeted Clubs & Leagues to
  - Create a positive volunteer experience by helping clubs and leagues to understand the motivations and barriers of volunteers
  - Review their volunteering culture and be representative of the local community
  - Place Volunteers at the Heart of the club or league
- Volunteer Roles & Responsibilities. Helping clubs and leagues to
  - Establish their volunteering needs
  - Identify what checks and / or references may be needed for the roles
  - Develop a recruitment process for new volunteers
  - Deliver workshops on creating sustainable volunteer recruitment and retention in clubs
- Support Volunteer Retention in targeted clubs and leagues through
  - The production of a development plan for volunteers
  - Creation of recognition schemes to celebrate volunteers & the impact they have
- Support Volunteer Recruitment by Clubs and Leagues
  - Through the provision of recruitment materials
  - Engagement of education partners and other local organisations
  - Creating and delivering workshops to promote sustainable volunteer recruitment
- Development of case study content to
  - highlight the impact volunteering has had on the club/league & the volunteers themselves
  - illustrate the impact on satisfaction and diversity of volunteers
- Contribute to the creation of processes that monitor the impact of the role
- Lead on the delivery and development of Leicestershire & Rutland Young Leaders Programme.
- Contribute to the Operational Strategic Plan to outline the work plan of the Young Leaders Programme.
- Identify sources of funding that will be of benefit to volunteers and provide advice and guidance to applicants.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within Football Development programmes.
- Risk assess all Leicestershire & Rutland County FA events and activity for under-18s and where LRCFA directly deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.
- Analyse, and use data and insight, to design and develop local solutions that meet volunteer needs across all football pathways (women and girls, male and disability).
- Work with the Equal Game Ambassadors and Community Champion network to support the growth of the female volunteer infrastructure

- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Develop and deliver an annual action plan to support high-quality volunteer opportunities across grassroots football.
- Analyse, and use data and insight, to design and develop local solutions that meet volunteer needs across all football pathways (women and girls, male and disability).
- Execute tasks as required to meet the Leicestershire & Rutland County FA changing priorities.

## PERSON SPECIFICATION

### QUALIFICATIONS

#### ESSENTIAL

- Educated to A Level or equivalent.

#### DESIRABLE

- Two years' volunteer retention/recruitment experience.

### KNOWLEDGE, SKILLS AND BEHAVIOUR

#### ESSENTIAL

- Ability to work strategically with partner organisations across different sectors to plan and deliver volunteer recruitment recognition and retention.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills.
- Excellent problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.

#### DESIRABLE

- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Capability to create multiple reports, budgets and plans.
- Knowledge of The FA's Grassroots Football strategy
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.

### ESSENTIAL

- Influencing skills to champion change.
- Volunteer retention, recruitment and recognition plans
- Knowledge and understanding of working with volunteers.
- Practical experience of sports/football development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding

Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

### 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 end 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 15th May 2023**. Please note that no applications will be accepted after this time.
- The application form can not be saved so were commend 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 under represented 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 19th May 2023**. If you have not heard from us by this date unfortunately you have been unsuccessful on this occasion. Interviews will be held on **Wednesday 24th**.
- Applicant's may be asked to complete a second 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](mailto:Karl.Percival@LeicestershireFA.com)

