



Leicestershire & Rutland County FA

Workforce Development Officer (Referees and Coaches) Application Pack

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1. The Role

The Leicestershire & Rutland County FA (CFA) is inviting applications for the full-time position of Workforce Development Officer (Referees and Coaches).

We are looking for individuals with skills, knowledge and experience to implement and execute strategies that support the recruitment, retention and development of referees, whilst also having the ability to develop a coach CPD offer that supports the development of grassroots coaches.

What can we offer?

- An exciting opportunity to be part of a forward-thinking progressing business.
- To work with key stakeholders within grassroots and the professional game.
- Access and commitment to personal development and training opportunities.

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.

2. 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 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 Respectful Inclusive Determined Excellence</i>

3. Role Description

Please refer to the Role Description document.

4. How to apply

- Complete the [Online Application Form](#) no later than **11pm, Sunday 26th September**. Please note that no applications will be accepted after this time.
- 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

5. Selection Process

- Applicants will be contacted by **Thursday 30th September**. If you haven't heard from us by this date unfortunately, you have not been selected for interview however we would like to thank you for your application.
- Interviews will be held either in person at Holmes Park, Whetstone on **Tuesday 5th October**.
- If required, second interviews may be held in order to determine the most suitable candidate for the role.

If you have any queries regarding the role, please contact Shaun Waite, Football Development Lead, Email: Shaun.Waite@LeicestershireFA.com

6. Safer Recruitment Process

All appointments will be made in accordance with the CFA's Safer Recruitment Policy, which is included.