



**ENGLAND
FOOTBALL**

LINCOLNSHIRE FOOTBALL ASSOCIATION
FOOTBALL DEVELOPMENT OFFICER
(LEAD ROLE FOR WOMEN AND GIRLS)
APPLICATION PACK

'ONE LINCOLNSHIRE COMMUNITY, UNITED AND INSPIRED BY THE POWER OF FOOTBALL'



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LINCOLNSHIRE FA - FOOTBALL DEVELOPMENT OFFICER (LEAD ROLE FOR WOMEN AND GIRLS)

The Lincolnshire Football Association is seeking to recruit a Football Development Officer with a lead responsibility for Women & Girls to support the delivery of The FA National Game Strategy, The FA's Inspiring Positive Change Strategy and Lincolnshire FA's new 5 year strategy in partnership with key stakeholders across Lincolnshire.

This pack provides the following, to assist individuals when considering whether they have the relevant skills and attributes required for the role:

- Role Information & Advert
- Role Profile
- How to apply - Application Form (Including an Equality & Diversity monitoring form)

To be successful, applicants must be able to demonstrate an understanding of the role and how their expertise and experience will enable them to meet the essential and desirable criteria. The interview panel must be convinced of the individual's passion for female football, inspiration, and professionalism for the role. Applicants should have knowledge and experience of sports/football development, an understanding of grassroots football and experience of working with volunteers in sport/football.

They should be computer literate, have an interest and background in football, with good presentation and communication skills, be able to work under pressure, handle multiple priorities and meet deadlines.

They will need to demonstrate exceptional customer service, be able to work as part of a team with excellent planning skills and be able to work occasional evenings and weekends.

The successful applicant will report to the Senior Football Development Officer, and thereafter to the Head of Football Development.

The Lincolnshire FA is 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.



WHAT CAN THE LINCOLNSHIRE FA OFFER?

- An exciting opportunity to join a forward thinking, progressive sports organisation
- A competitive salary
- An exciting opportunity to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal and professional development
- A Workplace Pension Scheme
- Access to our health and dental support plan
- Access to some FA employment benefits

Hours of work are 35 hours per week, between 9am-5pm, Monday to Friday, with occasional evening and weekend work. The position will receive 31 days annual holiday including bank holidays and an initial starting salary of up to £25,000 with a six month probationary period.

For any questions about the role or if clarity is required on the recruitment pack, please contact Steph Powell, Head of Football Development, at steph.powell@lincolnshirefa.com or 01522 596580.

To apply please complete and return the below, application form.

The closing date for applications is 5pm on Sunday 13th March, with interviews to be conducted during w/b Monday 21st March.

Please do this by either email to steph.powell@lincolnshirefa.com, with the subject line Strictly Private & Confidential or by post to the following address:

Strictly Private & Confidential
Steph Powell
Senior Football Development Officer
Lincolnshire FA
Deepdale Enterprise Park
Deepdale Lane
Nettleham
Lincoln
LN2 2LL



ROLE PROFILE

Job Title	Football Development Officer (Lead role for Women and Girls)
Reports to	Senior Football Development Officer
Salary	Up to £25,000
Role Purpose	<ul style="list-style-type: none">● To support the delivery of the FA Grassroots Football Strategy and County FA Business Strategy.● To lead the strategic development of Women's and Girls' football in Lincolnshire.● To contribute to the effective implementation of the FA's Safeguarding 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.
Direct Reports	N/A
Location	Lincolnshire FA Office with opportunity to work from home as agreed with line manager
Working Hours	35 hours a week
Contract Type	Fixed Term until 30 th June 2024

KEY ACCOUNTABILITIES

- Identify, manage and develop relationships with key partners to meet the strategic objectives of the Association
- Develop and deliver an annual action plan to deliver growth and high-quality football opportunities across the Women & Girls' Pathway.
- Analyse, and use data and insight, to design and develop local solutions that meet local stakeholder needs across the Women & Girls' Pathway.
- Lead, manage and implement the Women and Girls priorities as highlighted within the county plan.
- Ensure the female offer is inclusive and diverse to the communities that you serve.
- Work collaboratively with and through local strategic networks within education and the community to support the growth and retention of players driven through key FA programmes.
- Strategically recruit, manage and retain, SSE Wildcats Centres in line with county targets. Lead and manage a part-time workforce to support the retention of these centres.
- Support clubs and leagues to grow and retain teams and create a female friendly environment.
- Create, maintain and communicate an inclusive player pathway for Women and Girls through; education, recreation, competition and talent to support growth and retention KPIs.
- Support key marketing initiatives through the delivery of bespoke events and networks.
- Create a coach identification process to support the growth, retention and transition of female coaches through the FA coaching qualifications framework.
- Work in partnership with the Lincolnshire CFA referee lead (RDO), girls clubs and leagues to support the development of women referee's recruitment initiatives.
- Collaborate with the Designated Safeguarding Officer in all matters involving under 18s and adults at risk within Football Development programmes, including risk assessing relevant activities that involve U18 course participants.
- Listen to and consult with under 18s on their experiences of grassroots football and utilise the feedback to enhance the service delivery.
- 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.
- Provide the highest level of customer excellence to support volunteers across FA Technology systems (FA Learning, FA Events, Whole Game System, Matchday App and Full-Time).
- Use the Whole Game system and other IT packages to support the effective delivery of programme of work.
- Ensure customer enquiries are handled promptly and professionally in line with the CFA values, policies and procedures.
- Collate information and reports on the delivery of the Key Performance Indicators (KPIs) and provide progress reports, both quantitative and qualitative to the CEO, Board, The FA and other partners when directed.



- To be an ambassador for the Lincolnshire Football Association positively promoting the sport and those that work and volunteer within it.
- Carry out any other duties prescribed by the County CEO in order to meet Lincolnshire CFA's changing priorities.
- To work in accordance with The FA Safeguarding Operating Standards and abide by the Safeguarding Code of Conduct and to ensure that the Lincolnshire CFA effectively implement and maintain the FA's Safeguarding Operating Standard within Football.
- Required to work some evenings and weekends to meet the needs of the business.
- Ensure compliance with CFA's health and safety policies.

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

- Acting with **integrity**, by ensuring we do the right thing and not the easy thing (even when no one is watching) is in the best interest of the game
- Being **progressive** in all that we do, always looking for ways to continuously improve through giving our staff the freedom to innovate will help us best meet the needs of the game
- Being **transparent** in all that we do, will help us build relationships that will stand the test of time as they will be based upon high levels of trust
- **Recognising and rewarding** the hard work, effort, and achievements of everyone who supports and makes the game possible 'For All', which will help us to ensure that people who make a positive difference feel valued and appreciated
- The **pride** we have for the work we do drives us to care about everyone involved in football in our community as we know this will be key to making our vision a reality

PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL

- A degree level qualification or 2 years of Sports Development experience

DESIRABLE

KNOWLEDGE, EXPERIENCE & SKILLS

ESSENTIAL

- Practical experience of sports/ football development
- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes
- Self-motivated strategic thinker with excellent leadership, planning and decision making skills
- Ability to build trust-based relationships
- Exceptional communication, interpersonal and influencing skills
- Excellent internal and external stakeholder relations and customer service skills
- Project management skills and experience - to plan, set and achieve objectives within deadlines
- Ability to coach, develop and manage the performance of staff
- Experience of monitoring and evaluation of programmes
- Excellent organisational and time management skills with the ability to work under pressure and meet deadlines.
- Possess a dynamic, progressive attitude towards innovative practice and process
- Excellent IT skills including the use of Microsoft Office Applications
- Budget management skills

DESIRABLE

- Experience of Project Management
- Experience of utilising mapping programmes to support strategic and logistical planning
- Knowledge and understanding of The FA's National Game Strategy and how the County FA Business Plans support its delivery
- Knowledge of The FA Coaching Qualification Framework
- Knowledge of the FA's IT systems
- Knowledge and understanding of working with volunteers
- Practised at developing networks and relationships with a
- variety of stakeholders in order to support the delivery of
- strategic priorities
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players
- Capability to create multiple reports, budgets and plans
- Knowledge and experience of working with Lincolnshire FA Member Clubs and Leagues.
- Experience of safeguarding in sport
- Willing to work unsociable hours, including evenings and weekends (as required)

ESSENTIAL

- Knowledge of the structure and partner organisations within football both nationally and within the County FA
- locality
- Knowledge of and commitment to equality, diversity and inclusion
- Knowledge of the Safeguarding Operating Standard
- Ability to work independently and as part of a team.
- Commitment towards personal development and training

DESIRABLE

ENHANCED DBS CHECK REQUIRED	YES
CLEAN, FULL DRIVING LICENCE?	YES



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APPLICATION FORM

The decision to invite you to attend for interview will be based on the information you provide on this form. The Lincolnshire FA is an Equal Opportunities Employer.

Position applied for:

PERSONAL DETAILS

Please complete in BLOCK CAPITALS

First Names:

Surname:

Mr / Ms / Mrs or preferred title:

Are you over the age of 18?

Address:

Post Code:

Email Address:

What is the best day and time to contact you?

What is the best number to contact you on?

Do you hold a full current driving licence?

Do you have an accepted FA DBS (Criminal Records Check)*

*If you do not hold an FA DBS, it may be a requirement for this to be completed before appointment.

EDUCATION AND TRAINING

Please provide details of your education, qualifications and training that you have completed or are currently undertaking.

Dates	Details of School/College/Institution	Course or Qualification	Grade

Please attach a continuation sheet if required

EMPLOYMENT & VOLUNTEERING HISTORY

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, your job title and brief details of your responsibilities. Also include salary and benefits package (where applicable and relevant).

Dates	Employers name/nature of business	Job title	Key Responsibilities	Salary/ Benefits

Please attach a continuation sheet if required

HOW DO I MEET THE REQUIREMENTS OF THE ROLE?

Please outline the skills and experience that you have which are appropriate to demonstrate your suitability for the advertised role and how you would meet the essential and desirable knowledge, experience and skills required. Please include any paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. In your application please ensure you have read and fully understand the job advertisement and the role description provided.



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NAMES AND ADDRESS OF REFEREES

Please give the name and address of two referees, one being your most recent employer

	First Referee	Second Referee
Name		
Address		
Postcode		
Telephone		
Email		
Relationship to you		

ADDITIONAL INFORMATION

Do you require a work permit or are there any restrictions on your ability to work in the UK?

If yes, please give further details:



If your application is successful what notice period would you have to provide your current employer?

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DECLARATION

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

Signature:

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Date:

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THE FA'S EQUALITY AND DIVERSITY MONITORING FORM

Lincolnshire FA is committed to Equality and Diversity and ensuring that it is fully representative of the Community it serves. To assist us in monitoring the ethnicity of members we would be grateful if you could complete the following monitoring form. All information detailed will be treated anonymously.

Please return this form under separate cover.

SEX AND GENDER

Male ☐

Female ☐

Have you ever been identified as Transgender? Yes ☐ No ☐ Prefer not to say ☐

AGE

16 – 20 ☐

21 – 30 ☐

31 – 40 ☐

41 – 50 ☐

51 – 60 ☐

61+ ☐

ETHNICITY

Indicate in the appropriate box your ethnic background. Ethnic categories are not about nationality, place of birth or citizenship they are about the group to which you feel you belong to. The descriptions below are from the 2011 census.

WHITE

British ☐

English ☐

Scottish ☐

Welsh ☐

Irish ☐

Gypsy or Irish Traveller ☐

Any other white background ☐

MIXED

White & Black Caribbean ☐

White & Black African ☐

White & Asian ☐

Mixed background ☐

Mixed other background ☐

ASIAN

British-Indian ☐

Indian ☐

British-Pakistani ☐

Pakistani ☐

British-Bangladeshi ☐

Bangladeshi ☐

British-Chinese ☐

Chinese ☐

Any other Asian background ☐

BLACK

Black Caribbean ☐

Caribbean ☐

British African ☐

African ☐

British ☐

Other ☐

Any other Black background ☐

OTHER BACKGROUND

Other ☐

Prefer not to disclose my ethnic origin ☐

DISABILITY

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome). Some people including those with cancer, multiple sclerosis and HIV / AIDS are automatically protected as disabled people by the Act.

DO YOU CONSIDER THAT YOU MEET THIS DEFINITION?

Yes ☐ No ☐

IF YOU HAVE INDICATED YES, PLEASE INDICATE THE IMPAIRMENT(S) THAT YOU FEEL APPLIES TO YOU:

Blind / partially sighted ☐ Deaf / hard of hearing ☐ Physical disability ☐ Learning disability ☐
Communication barriers ☐ Experience of mental and emotional distress ☐
Prefer not to say ☐

RELIGION OR BELIEF

How would you describe the religion to which you feel you belong?

Christian ☐ Buddhist ☐ Hindu ☐ Jewish ☐ Muslim ☐ Mormon ☐ Sikh ☐
Jehovah's Witnesses ☐ Atheist ☐ No Religion / Faith ☐ Other faith background ☐
Prefer not to say ☐

SEXUAL ORIENTATION

Which of the following options best describe how you think of yourself?

Heterosexual / Straight ☐ Gay Man ☐ Gay Woman / Lesbian ☐ Bisexual ☐ Other ☐
Prefer not to say ☐

OTHER

Please provide details of any other aspects of equality / diversity you feel are relevant: