



**ENGLAND
FOOTBALL**

LINCOLNSHIRE FOOTBALL ASSOCIATION

HEAD OF FOOTBALL DEVELOPMENT

APPLICATION PACK

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



INTRODUCTION TO THE LINCOLNSHIRE FOOTBALL ASSOCIATION

Now is an exciting time to be joining the Lincolnshire Football Association as we complete the first year of our five year strategy period. Our strategy 'One Lincolnshire community, united and inspired by the power of football' aims to build on the strong foundations that have been developed.

Whilst the last 20 months have been challenging, demanding and rewarding, all rolled into one, the Lincolnshire FA has not only survived all that has been thrown our way but has indeed grown the game and the business with progress being made on a number of fronts, namely:

- Continued growth in male participation
- Substantial growth in the women's and girls' game, both in participation and profile
- Continued growth in the number of volunteers servicing and supporting our game
- Development of non-traditional formats of the game
- Increased level of external investment in the grassroots game
- Development of new partnerships
- Improved relationships with our stakeholders and increased customer service satisfaction

We are being challenged in a number of ways as the game continues to recover from the pandemic but firmly believe the Association and the grassroots game in Lincolnshire is in a strong position to further develop and enhance the opportunities available to our communities. Our strategy will enable and support long term planning, sustainability and growth. The key aims of the strategy are:

- Creating safe and inclusive football environments.
- Retain, sustain and then lead the growth and development of all formats of the game.
- Recruit and develop a diverse workforce that meets need and supports growth.
- Develop and improve our business to better serve our members and communities.

The future promises to be especially busy and challenging, as we begin to embed and deliver our strategy, delivering key targets and objectives. **Staff have** a pivotal role in achieving our strategic aims, driving the Association forward and ensuring that the Association continues to be a high performing, respected and cherished organisation that delivers a high-quality football experience for all members of our community. For further information please see the links to our new strategy.

STRATEGY 2021-2026

Nick Hanson
CEO



HEAD OF FOOTBALL DEVELOPMENT

SALARY £30,000-£35,000

The Lincolnshire Football Association (LFA) is seeking to recruit a Head of Football Development. Today we have over 1,800 teams under our banner, stretching across one of the largest geographical counties in the country. We have delegated powers from the FA to manage rules and regulations to ensure fair play in the grass roots game, both on and off the pitch.

The role of Head of Football Development is a key strategic position with the Association. The role is a member of the Senior Management Team, manages the Development Team and leads on facilities and investment, which is fundamental to the successful delivery of our vision of 'One Lincolnshire Community united and inspired by the power of football.'

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 development, inspiration, and professionalism for the role. Applicants should have an interest in football, as well as knowledge and experience within a sports development setting, experience of managing people, a coherent understanding of grassroots football and its volunteer workforce. The successful candidate must be computer literate, have 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 Chief Executive Officer.

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.



VALUES OF THE LINCOLNSHIRE FOOTBALL ASSOCIATION

As an Association we know that our values and beliefs are key to creating the right culture for us to succeed in the achievement of our Vision and Mission. Everyone who represents Lincolnshire FA strives every day to bring these beliefs to life.

We believe in:

- 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.

WHAT CAN THE LINCOLNSHIRE FA OFFER?

- An exciting opportunity to join a forward thinking, progressive sports organisation
- A competitive salary £30,000-£35,000
- 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 with occasional evening and weekend work. The position will receive 31 days annual holiday including bank holidays with a six month probationary period.

For any questions about the role or if clarity is required on the recruitment pack, please contact Nick Hanson, Chief Executive Officer at nick.hanson@lincolnshirefa.com or 01522 596580.

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

The closing date for applications is 5pm on Wednesday 2nd February 2022, with interviews to be conducted on Friday 11th February 2022



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

Strictly Private & Confidential

Nick Hanson

Chief Executive Officer

Lincolnshire FA

Deepdale Enterprise Park

Deepdale Lane

Nettleham

Lincoln

LN2 2LL



ROLE PROFILE

Job Title	Head of Football Development
Reports to	Chief Executive Officer
Salary	£30000 - £35000
Role Purpose	<ul style="list-style-type: none">● To support delivery of The FA Grassroots Football Strategy and the Associations Business Strategy.● To provide strategic direction to the Football Development department.● To ensure that every affiliated football fixture is played on a 'good' quality pitch.● To identify and activate priority projects for Football Foundation investment via Local Football Facility Plans.● To protect existing football facilities from planning application.● 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	Senior Football Development Officer, Referee Development Officer
Location	Lincolnshire FA Office with opportunity to work at home as agreed with line manager
Working Hours	35 hours a week
Contract Type	Fixed Term until 30 th June 2024

RESPONSIBILITIES

FOOTBALL DEVELOPMENT

- Identify, manage and develop relationships with key partners to meet the strategic objectives of the Association.
- Awareness of all the Association policies and procedures, ensuring that they are reviewed annually and updated where necessary.
- Develop and deliver an annual action plan to deliver growth and high-quality football opportunities across all football pathways (women and girls, male and disability).
- Analyse, and use data and insight, to design and develop local solutions that meet local stakeholder needs across all football pathways (women and girls, male and disability).
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within football development programmes.
- Risk-assess all Association events and activity for under-18s and where the Association directly employs or 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.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the Association youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- 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).
- Provide football opportunities to all communities within the Association in all areas of the game.
- Manage the Football Development team in line with personal and performance reviews; setting targets, monitoring performance and identifying training requirements.
- Manage Football Development budgets and provide quarterly reports.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Association and grassroots football.
- Execute tasks as required to meet the Association changing priorities.

FACILITY AND INVESTMENT

- Deliver all activities that ensure every affiliated football fixture is played on a 'good' quality pitch.
- Track the quantity and quality of football pitches and ground locations for affiliated fixtures.
- Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework and the FA's Grassroots Football Strategy.
- Ensure that each local authority area has a robust Local Football Facility Plan in place to identify priority projects for potential investment.
- Activate priority projects from Local Football Facility Plans and deliver against Football Foundation spend targets.
- Deliver support days to provide guidance to each Football Foundation applicant and ensure progress.
- Deliver support days to monitor and evaluate previously-funded Football Foundation projects and provide guidance to ensure they are successful.
- Contribute to the development of local authority playing pitch strategies and provide responses to planning applications affecting football facilities.
- Collaborate with The FA, Football Foundation, Institute of Groundsmanship (IOG) and Sport England.
- Develop collaborative working partnerships with local authorities, clubs, leagues, schools and other facility providers.
- Support the Association with any HQ or hub site facility development projects in conjunction with the Football Foundation and The FA.
- Promote The FA technical guidance documents to local authorities, clubs, leagues, schools and other facility providers.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within all facility and investment projects.
- Ensure contract agreements are in place with all contractors (facility hire, consultants etc.) and that these outline the requisite safeguarding responsibilities and accountabilities for all parties.

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 two years' sports development experience

DESIRABLE

SKILLS

ESSENTIAL

- Strategic thinking and planning skills.
- Self-motivated with excellent leadership skills and ability to build trust-based relationships.
- Excellent internal and external stakeholder relations and customer service skills.
- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Project management skills and experience – to plan, set and achieve objectives within deadlines.
- Ability to coach, develop and manage the performance of staff.
- Exceptional communication, interpersonal and influencing skills.
- Effective report-writing and presentation skills.
- Effective prioritisation and time management skills. Excellent IT skills, including the use of Microsoft Office applications.
- Excellent problem-solving and decision-making skills.
- Budget management skills.
- Ability to use data to monitor and evaluate programmes.

DESIRABLE

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Knowledge of how the County FA operates in partnership with The FA.
- Knowledge of football structures at grassroots level and the National League System.
- Knowledge of and commitment to equality, diversity and inclusion.
- Knowledge of The FA's Safeguarding Operating Standard.
- Experience of monitoring and evaluation of programmes.
- Knowledge of good people management practice.

DESIRABLE

- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of The FA's Grassroots Football Strategy and how the County FA Business Plans support its delivery.
- Knowledge and understanding of working with volunteers.

ENHANCED DBS CHECK REQUIRED	YES
CLEAN, FULL DRIVING LICENCE?	YES
JOB DESCRIPTION REVIEWED AND MODIFIED BY:	Nick Hanson – CEO
DATE JOB DESCRIPTION REVIEWED AND MODIFIED BY:	7 th January 2022
JOB DESCRIPTION AUTHORISED BY:	Nick Hanson

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.



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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: