



Lincolnshire Football Association

Recruitment Pack

**Football Development Officer
(Disability & Inclusion)**

Lincolnshire FA - Football Development Officer (Disability & Inclusion)

The Lincolnshire Football Association Limited is seeking to recruit a Football Development Officer with a lead responsibility for Disability and Inclusion to support the delivery of The FA National Game Strategy in partnership with key stakeholders across Lincolnshire.

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

- 1.) The Role Advertisement
- 2.) The Role Profile
- 3.) How to apply - Application Form

The Football Development Officer with a lead responsibility for Disability and Inclusion will lead the strategic co-ordination of all disability football activities, including both affiliated and recreational football. The successful applicant will influence and support growth and retention of participation in accordance with Lincolnshire FA's strategy and operational plan, ensuring all targets are met. A role profile is included in this information pack.

To join the team and be successful, the individual must be able to demonstrate an understanding of the role on offer and how their expertise and experience will enable them to meet the essential and desirable criteria within the role.

The interview panel must be convinced of the individual's passion, inspiration and professionalism for the role.

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

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 a Football interest and background with 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, communication and presentation skills and be able to work occasional evenings and weekends.

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 development
- A Workplace Pension Scheme

Hours of work are 35 hours between 9am to 5pm Monday to Friday with occasional evening and weekend working. The position will receive 31 days annual holiday including bank holidays, an initial starting salary of up to £24867 with a six month probationary period.

If any questions arise about the role or clarity is required on the recruitment pack, please contact Adam Thurston, Development Manager: Adam.Thurston@lincolnshirefa.com or 01522 596583.

Closing date for applications is: **5pm on Thursday 6th February 2020, with an interview date to be confirmed.**



Role Profile

Job Title:	Football Development Officer (Lead role for Disability and Inclusion)	Reports To:	Football Development Manager	Salary:	Upto £24,867
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Role Purpose:	
<ul style="list-style-type: none">To support the delivery of The FA National Game Strategy in partnership with key stakeholders across LincolnshireTo develop innovative solutions to increase participation in football in all its formats and to help shape annual operational plans to meet and exceed delivery targets, with a lead responsibility for disability and inclusion work across the County FA.	
Direct Reports:	Volunteers and coaches who support the delivery of the football development programmes across the County FA.

Key Accountabilities:	
Lead role on Disability	
<ul style="list-style-type: none">Work strategically to align current and future disability football provision, ensuring an integrated approach across the County FA, local Premier League and English Football League Trust Club networks, alongside key partners from across the disability, health, education and community & voluntary sectorsAchievement of the disability player numbers as laid out in the LFA strategy and operational plansRetain and grow the number of affiliated disability football teams with a particular emphasis on the growth of youth and female teams within FA Charter Standard Club structuresStrategically coordinate the delivery of a network of registered disability recreational football centres for male and females across all age groupsEmbed research, insight and effective measurement into planning, decision making and delivery across disability football to ensure accurate data collection across programmes that address the priority areas for disability football and meet the needs of disabled peopleDevelop and support leagues and clubs that are safe and inclusive of disabled participants through delivery of a programme of services ensuring modern, fit for purpose league and club structures are in placeOrganise and implement a relevant CPD programme that supports disability football across coaches, referees, volunteers and young leaders and is inclusive of disabled peopleLead and deliver against the disability talent development programme within the CountyRaise the profile of good news stories and the range of disability football opportunities across the pathway.	
Lead role on Inclusion	
<ul style="list-style-type: none">Support internal staff to recruit, retain and develop players, coaches, referees, club/league officials and volunteers with a specific focus on under-represented groupsLead on the recruitment and development of the new Inclusion Advisory GroupLead on the Equality Standard for Sport and ensure that the LFA achieves as a minimum the Foundation LevelProvide progress reports to the line manager, CEO, Board (if applicable), The FA and other partners to show how equality is being embedded across the whole organisationCreate innovative solutions and actions which ensure that equality is embedded within the club and league infrastructureContribute to the content and development of high-quality resources and communication to underpin the successful delivery of the CFA Business Plan and FA National Game Strategy	
General role and responsibilities	
<ul style="list-style-type: none">Undertake additional tasks as required in order to meet CFA's changing prioritiesEnsure compliance with CFA's health and safety policiesEnsure that the CFA effectively implements and maintains the FA's Safeguarding Operating Standard within football.	

CFA Values and Behaviours

Behaviours:
<ul style="list-style-type: none"> • Progressive - We embrace new thinking in the pursuit of continuous improvement and are looking for someone who can demonstrate innovation, creativity, future thinking, problem solving skills and embraces challenge • Respectful - We set the standards for respectful behaviour across the game and are looking for someone who can maintaining standards, be a role model, respecting others' opinions and values • Inclusive - We champion and ensure that football is and will remain a game for everyone and are looking for someone who can champion, support, engage, include, lead and collaborate • Determined - We are tenacious and accountable to each other in serving the whole game and doing the right thing and are looking for someone who has drive, stamina, tenacity, is focused and resilient • Excellent - The very best outcome can only be achieved by sustained excellence in performance and we are looking for someone who strives for success, both personally and through the team, excels and exceeds expectations.

Essential Skills:	Desirable Skills
<ul style="list-style-type: none"> • Innovative, can do approach with energy, focus and resilience to deliver and exceed the KPI's • Experience of leading volunteers and programmes effectively • Ability to demonstrate strategic thinking and approach • Experience of and strong skills in influencing and negotiation • Experience of working with partner organisations to deliver strategic plans that have resulted in sustainable outcomes • Ability to monitor and evaluate programme delivery and to implement effective systems for tracking progress, monitoring individual KPI delivery • Knowledge of and experience in the development of disability and inclusion programmes • Ability to secure external funds from a range of sources (capital and revenue) • Experience of delivering presentations and workshops to wide and diverse stakeholders • Some experience of managing budgets • Able to multi-task and meet agreed timescales • Experience of report writing, ability to use Microsoft Office including Outlook, Word, Powerpoint and Excel <p>Behaviours – our Competency Model</p> <ul style="list-style-type: none"> • Problem Solving • Teamwork and communication • Delivery and customer excellence • Developing self and others • Integrity • Conflict management • Leadership 	<ul style="list-style-type: none"> • An understanding of local and national football structures • An understanding of the wider sports network and the key principals to driving participation growth • Experience of utilising insight to inform delivery • Experience and knowledge of operating with voluntary clubs and leagues – preferably football • Experience of having taken on organisational roles in a voluntary sport – captain, manager, team secretary, referee etc • Experience of running competitions and league formats • Involvement in a recreational format of football <p>Technical Skills</p> <ul style="list-style-type: none"> • Extensive experience of Excel • Basic Health and Safety knowledge • Basic Project Management skills <p>As this role involves direct access to young people under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check (DBS) to ensure their suitability for the role.</p>
Enhanced CRC Check Required:	YES
Full Driving Licence:	YES

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 will 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.

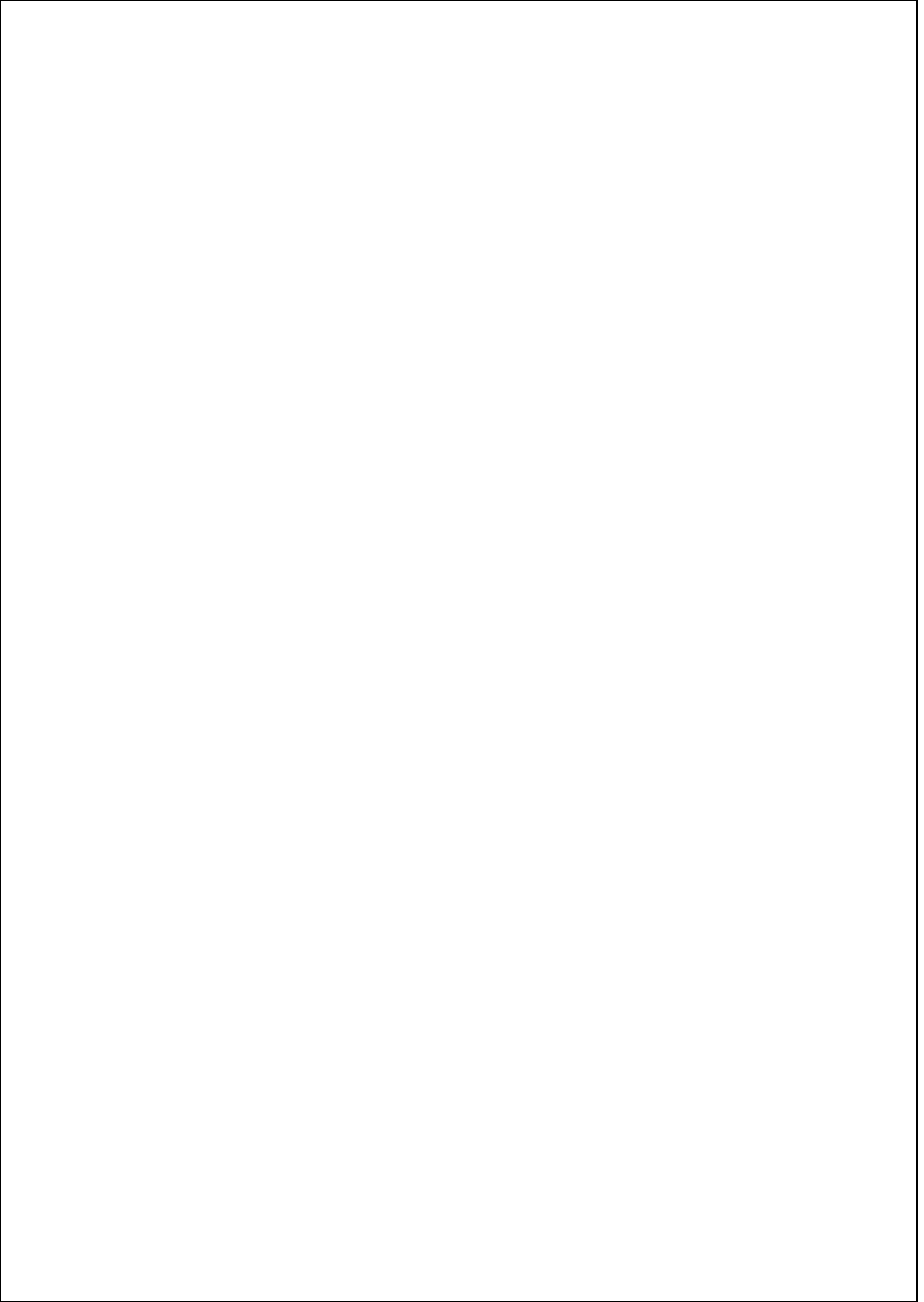
Dates	Employers name/nature of business	Job title	Key Responsibilities	Salary/Benefits

Please attach a continuation sheet if required

How do I meet the requirements of the Role as Football Development Officer?

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.

Continued...



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?

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:

Date:

Please complete and return your application form before 5pm on Thursday 6th February 2020.

Either email: adam.thurston@lincolnshirefa.com or post and address as follows:

Strictly Private & Confidential
Adam Thurston
Football Development Manager
Lincolnshire County FA
Deepdale Enterprise Park
Deepdale Lane
Nettleham
Lincoln
LN2 2LL

The FA's Equality and Diversity Monitoring Form

The Sussex County 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: