



**ENGLAND
FOOTBALL**

LINCOLNSHIRE FOOTBALL ASSOCIATION

FOOTBALL DEVELOPMENT ASSISTANT

APPLICATION PACK

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



LINCOLNSHIRE FA – FOOTBALL DEVELOPMENT ASSISTANT

The Lincolnshire Football Association is seeking to recruit a Football Development Assistant to support the delivery of The FA National Game Strategy and the Lincolnshire FA's 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 - [link](#))

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 football development, 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 sports/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 Football Development Manager, 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.



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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
- A modern hybrid working model

Hours of work are 35 hours per week, between 9am-5pm, Monday to Friday, with occasional evening and weekend work. The position will receive 33 days annual holiday including bank holidays and an initial starting salary of between £21,038-22,274 with a 6 month probationary period.

For any questions about the role or if clarity is required on the recruitment pack, please contact Jake Park, Football Development Manager, at Jake.Park@lincolnshirefa.com or 01522 596580.

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

The closing date for applications is 9am on Monday 26th June, though Lincolnshire Football Association reserve the right to close the process earlier than advertised.

Interviews for the position will take place the following week, week commencing Monday 3rd July.

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
Mr Nick Hanson
Chief Executive Officer
Lincolnshire Football Association
Deepdale Enterprise Park
Deepdale Lane
Nettleham
Lincolnshire
LN2 2LL



ROLE PROFILE

Job Title	Football Development Assistant
Reports to	Football Development Manager
Salary	£21,038-22,274
Role Purpose	<ul style="list-style-type: none">● To support delivery of The FA Grassroots Football Strategy and the Associations Business Strategy.● To assist in the efficient running of the Football Development department.● 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	None
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 2025 (FA Facility Funding)

RESPONSIBILITIES

- To support the development and delivery of a sustainable plan for growth and quality across all football pathways.
- To support activities that ensure every affiliated football fixture is played on a 'good' quality pitch.
- To support the Head of Football Development in tracking the quantity and quality of football pitches and ground locations for affiliated fixtures.
- To ensure the delivery of support days to provide guidance to each Football Foundation applicant and ensure progress.
- To ensure the delivery of support days to monitor and evaluate previously-funded Football Foundation projects and provide guidance to ensure they are successful.
- To promote The FA technical guidance documents to local authorities, clubs, leagues, schools and other facility providers.
- To identify sources of funding that will be of benefit to grassroots football and provide appropriate advice and support to applicants, including small grants.
- To support the Lincolnshire FA with any HQ or hub site facility development projects in conjunction with the Football Foundation and The FA.
- To deliver a programme of services to club and league volunteers, with an emphasis on gaining more FA-accredited clubs and leagues, which includes increasing the number of youth teams with a qualified coach.
- To support the club and league accreditation renewal process and ensure safeguarding requirements are met.
- To support the delivery of the Associations annual grassroots awards programme and event.
- To support the Football Development department with administrative tasks when required, which will include monitoring local recreational football activity.
- To develop & enhance Lincolnshire FAs partnerships with charity organisations.
- To work alongside the Designated Safeguarding Officer and Youth Engagement Lead to develop and improve the football experience of children, young people and adults at risk in Lincolnshire.
- To 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).
- 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.
- To contribute to ensuring that safeguarding and equality are embedded throughout the LFA's and grassroots football activities.
- To execute tasks as required to meet the LFA's changing priorities, which may include delivering events or providing event support.

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

- GCSEs at Grade C (or equivalent) in English and Maths.

DESIRABLE

- A qualification in sports development.

SKILLS

ESSENTIAL

- Ability to work independently and as part of a team.
- Excellent organisational skills & the ability to prioritise workload effectively.
- Excellent problem-solving and decision-making skills.
- Ability to communicate effectively and in a manner appropriate to the audience.
- Commitment to delivering exceptional standards of customer service.
- Excellent IT skills.
- Attention to detail and an ability to manage accurate recording and reporting of information

DESIRABLE



KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- 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 coaching qualification framework.
- Knowledge of The FA's Grassroots Football Strategy.
- Knowledge of the Lincolnshire FA's strategy
- Knowledge and understanding of working with volunteers.

ENHANCED DBS CHECK REQUIRED

YES

CLEAN, FULL DRIVING LICENCE?

YES

JOB DESCRIPTION REVIEWED AND MODIFIED BY:

Jake Park –
Football Development Manager

DATE JOB DESCRIPTION REVIEWED AND MODIFIED:

30th May 2023

JOB DESCRIPTION AUTHORISED BY:

Nick Hanson

SIGNED BY JOB HOLDER (ON APPOINTMENT):

DATE SIGNED:



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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, and therefore welcome applications from all parts of the community.

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.





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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