



**ENGLAND  
FOOTBALL**

# ***LINCOLNSHIRE FOOTBALL ASSOCIATION***

## **FOOTBALL DEVELOPMENT ASSISTANT**

### **APPLICATION PACK**

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



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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 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 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 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 between £20,000-22,000 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, Senior Football Development Officer, at [Jake.Park@lincolnshirefa.com](mailto: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 6th June 2022.***

Please do this by either email to [Jake.Park@lincolnshirefa.com](mailto:Jake.Park@lincolnshirefa.com), with the subject line 'Strictly Private & Confidential', or by post to the following address:

Strictly Private & Confidential  
Mr Jake Park  
Senior Football Development Officer  
Lincolnshire Football Association  
Deepdale Enterprise Park  
Deepdale Lane  
Nettleham  
Lincolnshire  
LN2 2LL



# ROLE PROFILE

Job Title	Football Development Assistant
Reports to	Senior Football Development Officer
Salary	£20000 - £22000
Role Purpose	<ul style="list-style-type: none"><li>● To support delivery of The FA Grassroots Football Strategy and the Associations Business Strategy.</li><li>● To assist in the efficient running of the Football Development department.</li><li>● To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.</li><li>● To support the adoption of FA technology systems across grassroots football.</li><li>● To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li></ul>
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 <sup>th</sup> June 2025 (FA Facility Funding)



## KEY ACCOUNTABILITIES

- 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 support the delivery of support days to provide guidance to each Football Foundation applicant and ensure progress.
- To support the delivery of support days to monitor and evaluate previously-funded Football Foundation projects and provide guidance to ensure they are successful.
- Promote The FA technical guidance documents to local authorities, clubs, leagues, schools and other facility providers.
- Identify sources of funding that will be of benefit to grassroots football and provide appropriate advice and support to applicants.
- Support the Lincolnshire FA with any HQ or hub site facility development projects in conjunction with the Football Foundation and The FA.
- Work in partnership with the Referee Development Officer to support the recruitment, retention, promotion and development of referees.
- Deliver a programme of services to club and league volunteers, with an emphasis on gaining more FA-accredited clubs and leagues.
- Support the club and league accreditation renewal process and ensure safeguarding requirements are met.
- Support the delivery of the Associations annual grassroots awards programme and event.
- Risk-assess all LFA events and activity for under-18s and where the LFA 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 LFA's 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).
- 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.
- Contribute to ensuring that safeguarding and equality are embedded throughout the LFA's and grass-roots football activities.
- Execute tasks as required to meet the LFA's changing priorities.

## 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:**

Nick Hanson – CEO

**DATE JOB DESCRIPTION REVIEWED AND MODIFIED:**

12<sup>th</sup> April 2022

**JOB DESCRIPTION AUTHORISED BY:**

Nick Hanson



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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.





## 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: