

LIVERPOOL COUNTY FA

RECRUITMENT PACK

Active Through Football Project Manager

March 2022



ABOUT LCFA

Liverpool County FA is one of the most prestigious County FAs in the country, serving in excess of 55,000 players, 500 clubs and 3,500 teams.

As the governing body of the game across Merseyside, Liverpool County FA is responsible for setting high standards and values throughout the game at every level.

Liverpool County FA is responsible for providing the structure and support that enables players, coaches, volunteers and referees from across Merseyside to develop and enjoy the beautiful game.

Our utmost priority is that every participant is given the opportunity to develop in a progressive and enjoyable football environment.

By promoting ‘Football for All’, we encourage participation across all sections of society, regardless of age, ability, disability, gender, sexual orientation, race, religion or socio-economic status.

ABOUT THE ROLE

Do you want to work for one of the most prestigious County FAs and help change people’s lives through the power of football?

If so, an exciting opportunity has arisen to join our team.

The Active Through Football programme has a main aim to increase activity levels and create sustained behaviour change in a Place-based approach, in partnership with the Football Foundation and Sport England we are looking to recruit a project manager to make an impact within the Merseyside area, the project manager through the programme consortium will engage with targeted local residents to help get them to become more active through Football and physical activity provision.

The Active Through Football programme is being delivered across the country and more information can be found here - <https://footballfoundation.org.uk/active-through-football>

This is an incredibly exciting opportunity and a fantastic time to join our team as we continue to transform our organisation and focus on creating football opportunities for all.

The salary being offered for the role is £27,000 – £30,000 plus benefits, dependent upon experience



HOW TO APPLY

The closing date for applications is **5PM Wednesday 30th March**

Informal interviews for the positions will be held during **w/c 4th April** with representatives of the Active Through Football Consortium.

For an informal discussion about Liverpool County FA and the role of Active Through Football Project Manager, please contact:

**Tony Smith | Football Development Manager**

Anthony.Smith@liverpoolfa.com

0151 523 4488

To apply for the role of Active Through Football Project Manager please submit a CV and short covering letter detailing the qualities and attributes you would bring to compliment Liverpool County FA.

Before applying, please see the relevant role profile below for more information.

Completed applications can be sent to recruitment@liverpoolfa.com along with a completed Equality & Diversity Form.

All applications should be marked ‘Private & Confidential – ATF Project Manager

We welcome applications from those with backgrounds outside of football and sports development

Liverpool County FA promotes inclusion and values diversity and welcomes applications from everyone. If you have any particular requirements in respect of the recruitment or interview process, please mention this in your application.

*Disclosure and Barring Service Check As this role involves direct access to young people under the age of 18, within the context of the job and any subsequent related activities or responsibilities, the successful candidate will undergo a thorough screening process that will include an enhanced level Disclosure and Barring Service check to ensure their suitability for the role.*

*Liverpool FA is committed to achieving equality and fairness in employment and service delivery and we welcome applications from all sections of the community.*



JOB DESCRIPTION & SPECIFICATION

***What we are trying to achieve:***

• **INSIGHT** - Increased understanding of opportunities/barriers for target audience to play football, through community engagement

• **COMMUNITY OWNERSHIP** - Increased involvement of target audience in design and delivery of activities through ongoing community engagement.

• **INCREASED ACTIVITY** - Increased activity levels in people aged 16+ from target audience through football.

• **BEHAVIOUR CHANGE** - Target audience sustain improved long-term physical activity habits through behaviour change.

**Job Responsibilities:**

*• Act as the project’s main point of contact, working in collaboration with the Football Foundation and Sport England, providing progress updates as required over the duration of the project.*

*• Manage the project Delivery Plan & Budget, ensuring both are kept updated over the duration of the project.*

*• Act as the main point of contact for the programme evaluation and data collection partners and fully engage with the Community of Learning to share/learn best practise with/from other Places.*

*• Manage and implement the Monitoring, Evaluation & Learning plan (including Key Performance Indicators & Outcomes), liaising with programme stakeholders as required and reporting against the requirements set out in the plan.*

*• Facilitate and manage the relationships with local programme stakeholders (consortium members and wider programme partners), whilst developing new local relationships with community groups, organisations and service users.*

*• Coordinate and support ongoing Community Engagement and capacity building in the place, ensuring that the Delivery Plan and approach are informed by the insight and learning, and that the local community have ownership of these.*

*• Manage the relationship with project Delivery Agencies, ensuring the requirements set out within the grant terms and conditions are met e.g. safeguarding requirements, data capture.*

*• Travel to key settings within the place and wider to meet the needs of the organisation and project.*

*• At all times ensure project compliance with GDPR, data protection legislation and organisational safeguarding and equality policy*

**Qualifications:**

*• A degree level qualification or two years of relevant experience.*

*• FA Coaching Qualifications not essential but desirable*

**Skills:**

*• Excellent interpersonal and communication skills with an ability to build relationships with different audiences.*

*• The ability to make complex decisions independently and seek support where appropriate.*

*• A strong awareness and commitment to equality, diversity, and inclusion*

*• A flexible approach to working hours to include evening and weekend work.*

**Knowledge & Experience**

*•* *A good understanding or lived experience of the target audiences that the project is looking to engage and/or the place in which it’s focused.*

*• Experience of working at a local level with community organisations.*

*• Experience of community engagement, links into communities and knowledge of networks linked to local communities.*

*• Previous experience of managing multiple pieces of work or projects to successful conclusions.*

*• Experience of managing relationships with external partners and working on behalf of your organisation to influence the successful delivery of services.*

*• Experience of, and ability to prepare, manage and monitor budgets.*

*• Experience of utilising insight and data in relation to specific projects*

*• A high-level understanding of inequalities that exist across socio economic groups in supporting active lives, how they intersect and experience of working to reduce these.*

*• Knowledge of the Liverpool City Region area and the ability to balance demands of five different local authorities*

***Enhanced DBS Check required?*** *Yes*

***Clean, full driving license required?*** *Essential*

*The successful applicant will be expected to work in accordance with the values of Liverpool County FA at all time.*

***Liverpool County FA Values & Behaviours***

***• Teamwork***

***• Inclusivity***

***• Passion***

***• Integrity***

*Job Description authorised by:* ***Daniel Green, Chief Executive Officer***

*Date Job Description authorised:* ***28th February 2022***

*Signed by job holder*

*(on appointment) ……………………………………………………………………*