

Manchester Football Association & Greater Manchester County Schools FA

Independent Chair of Project 2020

Manchester FA & Greater Manchester County Schools FA

**Independent Chair of Project 2020**

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**Introduction From Mike Rudkowskyj**

Dear Applicant,

Manchester FA & Greater Manchester County Schools FA are looking to recruit a dynamic individual to lead the development and support of County Schools football. The role is voluntary and will lead the Project 2020 steering group and help to support the future development of Schools Football across Greater Manchester. We are looking for an individual who has a credible knowledge and understanding of the Education Sector with the drive and passion to help overcome the challenges facing schools football locally.

Project 2020 is a newly formed steering group with the aim of establishing a fit for purpose and fit for the future proposition for education within Greater Manchester. This will include a review of competition, governance, administration and development within Primary, Secondary, Further and Higher Education.

**The Independent Chair** will lead the monthly steering group and assist both Greater Manchester County Schools and Manchester Football Association strategically, helping to support the development of a future provision for education participants. The role holder will also champion Safeguarding as well as the work being conducted by the project group to all stakeholders across Greater Manchester.

We are looking for individuals who have a credible knowledge and understanding of the Education sector and its relationship with football within Greater Manchester.

The role is due to commence in January 2020

We have put together a pack which includes the following:

1. **Member Role Profile**
2. **The Terms of Reference** of the Project 2020 Steering Group
3. **The Application Form**

The pack provides all the necessary information that you require to submit an application. Should you have any questions about the role or require clarity on the information pack, you can contact Mike Rudkowskyj at Schools@ManchesterFA.com or Colin Bridgford at Colin.Bridgford@ManchesterFA.com

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**Mike Rudkowskyj Colin Bridgford**

**Chair Chief Executive Officer**

**GMCSFA Manchester County FA**

**Manchester FA & Greater Manchester County Schools FA**

**Independent Chair of Project 2020 Steering Group**

**Voluntary / Expenses**

We are looking for a dynamic, self-motivated individual with a ‘can do’ attitude who wants to make a positive contribution to Schools Football in Greater Manchester by joining the Project 2020 Steering group.

**The Independent Chair** will lead the Project 2020 Steering Group and assist the Secretary of Greater Manchester County Schools FA strategically, helping to support the review of schools football developing a fit for purpose and fit for the future provision.

The successful applicant will need to be able to demonstrate their commitment and experience within the Education sector whilst also showing a passion for football in our region. We will also consider applications from individuals with relevant key skills for our future projects e.g. project management, communication, media/marketing where the individual may lack direct experience, but have a desire to learn more about or interest in the schools game.

**How to apply:**

Applications will be accepted upon the completion of the **application form** contained in this member information pack. It is essential that applicants clearly demonstrate why they wish to be involved in the working group, explaining how their experience and technical skills will assist them.

**The interview process:**

Those shortlisted will be required to demonstrate their knowledge and understanding of the challenges faced by schools football and the education landscape.

**Interviews will be considered immediately upon receipt of application.**

**Deadlines for all applications is 5PM Friday 31st January 2020**

As this role may involve 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, to ensure their suitability for the role.

**Manchester FA & Greater Manchester County Schools FA**

**Independent Chair of the Project 2020 Steering Group**

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| **Role Title:**  | Independent Chair of the Project 2020 Steering Group – Voluntary Role |
| **1. Strategy & Vision*** To ensure there is a fit for purpose and fit for the future football provision within the education sector for all.
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| **2. Role Purpose*** To lead as chair, challenge and guide the Project 2020 steering group as it undertakes a review of schools and educational football across Greater Manchester
* To liaise and support key stakeholders that are part of this review including, Greater Manchester County Schools FA, Manchester FA, English Schools FA, Independent Schools FA, Primary Schools, Secondary Schools and Further and Higher educational bodies.
* To implement and champion the review outcomes to all relevant stakeholders ensuring their adoption for future schools provision
* To act as the face of the project 2020 steering group undertaking any media requirements
* Will report to the Boards of both Manchester FA & Greater Manchester County Schools FA and other members where required.
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| **2. Principal Accountabilities/Responsibilities** |
| **Key Responsibilities*** To coordinate the review of schools and educational football across Greater Manchester
* To organise the Project 2020 steering group, including meetings, actions, communications and project and deadline management.
* To oversee the implementation of the review findings
* To attend and chair all Project 2020 meetings and appoint an independent vice chair.
* To be responsible for ensuring the Project 2020 Steering Group is representative of the educational game.
* To ensure that the views of key stakeholders are considered as part of the review.
* To ensure safeguarding is a the heart of the review with the agreed Terms of Reference adhered to.
* Actively promote and communicate the work of the group to key stakeholders
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| **3. Knowledge/Experience/Technical Skills/Behaviours** |
| **a) Knowledge/Experience/Technical Skills** |
| **Essential:*** Has a credible understanding and experience of sport within education
* Knowledge / understanding of safeguarding in sport
* Be able to demonstrate the ability to plan, drive and deliver / chair meetings
* Efficiency in IT skills and ability to interact remotely via WebEx/Skype
* Excellent Communications and presentations skills
* Ability to work independently and deal with and manage conflict
* Diplomacy and the ability to deal with confidential and sensitive information
* Knowledge and understanding of Sports Equity and equality
 | **Desirable:*** Understanding of Greater Manchester County Schools FA’s vision and purpose
* Knowledge of school competition structures and local authority boundaries
* Understand of existing English Schools FA framework.
* Knowledge and understanding of current schools sorts climate
* Understanding of the current challenges faced by the education sector
* Experience of implementing policies, protocols, and guidance
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Manchester FA & Greater Manchester County Schools FA

**Independent Chair of the Project 2020 Steering Group**

# Completing and returning the Application Form

Please complete the application form and return to Mark Shackleton, Secretary at Greater Manchester County Schools FA. Interviews will be considered on receipt of application. The form can be either sent by post or by email to Schools@ManchesterFA.com Postal applications are to be addressed; Strictly Private and Confidential, for the attention of the GMCSFA, Manchester FA, Manchester Tennis & Football Centre, 9 Sportcity Way, Etihad Campus, M11 3DU.

The decision to invite you to attend for interview will be based on the information you provide on this form.

Position applied for

# Personal Details

## Please complete in block capitals

First Names Surname

Mr/Ms/Mrs or preferred title

Address

Post Code Email Address

Do you have an FA Number (FAN) If so, please provide

When is the most convenient day and time to contact you?

What is the best number to contact you on?

Yes / No

Do you hold a full current driving licence?

Expires:

Yes / No

Do you have an in-date FA Criminal Records Check (CRC)

If you do not hold an FA CRC, 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.

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| --- | --- | --- | --- |
| *Dates* | *Institution* | Course or Qualification | *Level* |
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Please insert additional rows in the table above if required.

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### Employment and/or 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.

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| --- | --- | --- | --- |
| *Dates* | *Employers name/nature of business* | Job title | *Key Responsibilities* |
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Please insert additional rows in the table above if required

### Why do you want to hold the Role as Independent Chair of Project 2020 Steering Group?

Please outline the skills and experience that you have that are appropriate to demonstrate your suitability for the advertised role and how you would meet the knowledge, experience and technical skills required. Please do 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 role advertisement and the role description provided.

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### Additional Information

Greater Manchester County Schools FA is aware of its obligations, under the Disability Discrimination Act 1995, now formally the Equality Act 2010, to carry out reasonable adjustments where needed for job applicants who have a disability. Please detail any adjustments you will require to be made, if you are invited to attend for interview.

Have you ever been convicted of a criminal offence (apart from spent convictions under the Rehabilitation of Offenders Act 1974)?

Are there any outstanding charges against you?

If the answer to either or both of these questions is yes, please give the date, nature of the offence and the fine or sentence (if convicted).

### References

I agree that any offer of a role with Greater Manchester County Schools FA is subject to satisfactory references. Please provide the name and addresses of two referees. If your choice of referees does not include your most recent/present employer we do reserve the right to request a reference from your last employer in place of, or in addition to the two provided below. Personal references should be given only when there is no previous employer or educational establishment to which reference can be made. Greater Manchester County Schools FA reserve the right to the request your references prior to the invitation to interview.

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| --- | --- | --- |
|  | First Referee | Second Referee |
| Name |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone |  |  |
| Relationship to you |  |  |

**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.

**\*If returning this application form by email, please ensure your signature is scanned and inserted in the signature box below.**

\*Signature:

Date:

**Either email your application form to** **Schools@ManchesterFA.com**

 **Or via post, address as follows:**

**Strictly Private and Confidential**

**GMCSFA**

**Manchester FA, Manchester Tennis & Football Centre, 9 Sportcity Way, Etihad Campus, M11 3DU**

**Deadlines for all applications is 5PM Friday 31st January 2020**