

FOOTBALL DEVELOPMENT OFFICER (DISABILITY & INCLUSION) RECRUITMENT PACK



**GREATER
MANCHESTER
FOOTBALL**



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If you need any additional information or have any questions about this role you can contact **KATHRYN SMITH** on **INFO@MANCHESTERFA.COM**



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WHO ARE MANCHESTER FA?

We are the home of grassroots football in Greater Manchester and we are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation, Manchester FA is the home of grassroots football across Greater Manchester.

We are the guardian of the national game in Greater Manchester. We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our city which is steeped in football tradition and history across all levels of the game.

**"FOR A BETTER
GRASSROOTS
GAME IN GREATER
MANCHESTER"**

ROLE DESCRIPTION

FOOTBALL DEVELOPMENT OFFICER (DISABILITY & INCLUSION)

Commitment:

This is a full-time role with Manchester FA, 37.5 hours per week - working flexibly from both your home and office location.

What is the role?

We are looking for a dynamic, self-motivated individual with a 'can do' attitude who wants to make a positive contribution to grassroots football in Greater Manchester. The successful applicant will need to be able to demonstrate, both in their application and at interview, their ability to deliver within Manchester FA's three core values: 'Passionate, Inspiring and Professional'.

What will you do?

- To support delivery of The FA National Game Strategy and the Manchester FA Business Strategy.
- To ensure the Manchester FA is reflective and representative of the County demographics.
- To influence and support the growth and retention of disability football.
- To work with Manchester FA Inclusion Advisory Group and to maintain the Preliminary Level of the Equality Standard and work to achieve the Intermediate Level of the Equality Standard.
- 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

Application Deadline **7 DECEMBER 2022 - 12:00PM**

To apply, please complete the following application form, and equality and diversity monitoring form found [HERE](#)

If you need any more information or have any questions about this role you can contact **KATHRYN SMITH** on **INFO@MANCHESTERFA.COM**.



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APPLICATION PROCESS

To apply, please complete the following application form and equality and diversity monitoring form found [HERE](#).

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact Lauren.McCorry@ManchesterFA.com who can arrange for any reasonable adjustment to be made for your application.

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged at your convenience, Manchester FA will happily work around your current commitments and responsibilities.

Manchester FA is committed to equality, diversity, and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age. You can find out more about Manchester FA's commitment to EDI in our Equal Opportunities Policy [HERE](#).

Manchester FA are committed to addressing individuals from diverse ethnic communities within the game. We aim to tackle this inequality by shortlisting for interview a minimum of two applicants with ethnically diverse, disability or female characteristics that meet the essential criteria for the advertised role.

Safeguarding is at the Heart of What we do!

Manchester FA is committed to ensuring that Safeguarding within Grassroots football is at the heart of what we do. To be successful in this role you will be required to ensure that you are committed to completing any safeguarding training that is deemed a requirement by Manchester FA or The FA. A Criminal Records Check will be completed with employment and character references requested before employment is offered.

KEY DATES

APPLICATION CLOSING DATE: 7 DECEMBER - 12:00PM

INTERVIEWS: W/C 12 DECEMBER

INDIVIDUAL ROLE PROFILE

FOOTBALL DEVELOPMENT OFFICER (DISABILITY & INCLUSION)

Manchester FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply.

Role Title	Football Development Officer (Disability & Inclusion)
Reports To	Football Development Manager
Direct Reports	N/A
Role Purpose	<ul style="list-style-type: none">- To support delivery of The FA National Game Strategy and the Manchester FA Business Strategy.- To ensure the Manchester FA is reflective and representative of the County demographics.- To influence and support the growth and retention of disability football.- To work with Manchester FA Inclusion Advisory Group and to maintain the Preliminary Level of the Equality Standard and work to achieve the Intermediate Level of the Equality Standard.- 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
Salary Band	£24,500 - £30,500
Time commitment	37.5 Hours per week
Location	The role will involve a combination of home and office-based working and travel to various locations across Greater Manchester to meet the needs of the business Manchester FA Office Opening Hours: 9am-5pm (Mon-Fri) Manchester FA Operating Hours: 8am-8pm (Mon-Fri) & (9am-2pm) Saturdays

RESPONSIBILITIES

Key Performance Indicators

- To oversee the performance of Manchester FA against the Diversity and Inclusion scorecard measures (Referees and Coaches, Players, State of Play Staff Survey, Equality Standard, Inclusion Advisory Board, Young Leaders Academy).
- Support Manchester FA to achieve and maintain the Intermediate Level of the Equality Standard.
- To be responsible for The FA National Game Strategy (2021-24) KPI, Number of Registered Disabled Players and the future of the disability player pathway

Disability Football

- Retain and grow the number of affiliated disability football teams with an emphasis on creating player pathway opportunities within FA-accredited clubs structures for under-8, under-12, under-16 and adult age groups.
- Support and build links between schools, colleges, universities and FA-accredited clubs to support the growth in disability football.
- Coordinate the delivery of a network of recreational disability football centres for all across key age groups: under-8, under-12, under-16 and adult.
- Lead and deliver against The FA Disability Talent ID and Player Pathway Programme for Manchester FA.
- Raise the profile of good news stories and the range of disability football opportunities across the pathway.
- Develop activities and campaigns which will support the achievement of our diversity and inclusion targets.
- Represent the Manchester FA with internal and external stakeholders, campaigners and networking groups for all disability football provision.



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Recreation and Alternative Formats of Football

- To support the delivery and growth of non-traditional and affiliated formats of football across Greater Manchester targeting underrepresented groups, including Refugees, Homeless, LGBT+ & diverse groups

Equality, Diversity & Inclusion

- Represent the Manchester FA with internal and external stakeholders, campaigners and networking groups, positively engaging and informing on diversity and inclusion targets and activities.
- Work with staff across departments to support in the delivery of diversity and inclusion targets and in creating a more inclusive culture across the Manchester FA.
- Work with the Manchester FA Inclusion Advisory Board to consult and engage on plans to provide advocates for diversity and inclusion activities.
- Identify appropriate external network groups and develop the Manchester FA brand through proactive engagement and membership; building the brand as a serious option for diverse candidates.
- Provide expertise and guidance on all diversity and inclusion matters.
- Establish constructive working relationships with the key stakeholders and develop regular contact to promote collaboration and sharing of good practice.
- Identify sources of funding that will be of benefit to key stakeholders and provide advice and guidance to applicants.
- Recognise the additional accessibility challenges for some groups of children and young people e.g. those with disabilities; those from diverse ethnic communities; those who identify as LGBT+.
- Support the Coach Development Officer to recruit, retain and develop diverse coaches through The FA qualification framework and local CPD opportunities, with a focus on diverse ethnic communities; female and disabled coaches.
- Support the Referee Development Officer to recruit, retain and develop diverse (especially diverse ethnic communities) referees, as applicable.
- Use national and local data, research and customer insight to drive players participation in grassroots football from diverse ethnic communities.
- Ensure the Manchester FA Young Leaders is diverse and representative of local demographics.

Safeguarding

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within diversity and inclusion.
- Assess all Manchester FA events and activity for under-18s and where the Manchester FA directly employ or deploy under-18 referees, coaches and volunteers to ensure 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 Manchester FA youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Manchester FA and grassroots football.

Running the Game

- 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).
- Execute tasks as required to meet the Manchester FA changing priorities.



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PERSON SPECIFICATION

Essential (Required to fulfil the role)

Educated to A Level or equivalent.
Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
Project management skills and experience – to plan, set and achieve objectives to deadlines, including prioritisation skills.
Excellent IT skills including the use of Microsoft Office applications.
Ability to work independently and as part of a team.
Excellent problem-solving and decision-making skills.
Exceptional customer service with outstanding communication and presentation skills, including report writing skills.
Ability to use data to monitor and evaluate programmes.
Influencing skills to champion change.
Practical experience of sports/football development including disability football/sports.
Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
Knowledge of the disability sport environment and ability to be innovative with creative solutions to positively engage and increase participation.

Desirable (Beneficial, but can be learned in role)

Two years' sports development experience.
Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.
Capability to create multiple reports, budgets and plans.
Knowledge of The FA's National Game Strategy.
Experience of project management.
Knowledge of the disability sport environment and barriers to participation.
Experience of planning and delivering recreational disability football programmes.
Experience of utilising mapping programmes to support strategic and logistical planning.
Knowledge and understanding of working with volunteers.
Knowledge of The FA coaching qualification framework.
Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

Values

**PASSIONATE
INSPIRING
PROFESSIONAL**

KEY DATES

APPLICATION CLOSING DATE: 7 DECEMBER- 12:00PM

INTERVIEWS: W/C 12 DECEMBER

APPLICATION FORM

FOOTBALL DEVELOPMENT OFFICER (DISABILITY & INCLUSION)

Please return this completed application form and completed equality monitoring form HERE to INFO@MANCHESTERFA.COM before 7 DECEMBER 2022 12:00 PM. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, FAO Kathryn Smith - Football Development Manager. National Squash Centre, Gate 13 Rowsley Street, Etihad Campus, M11 3FF

Your application can be accompanied by a CV if you wish. The decision to invite you to attend for interview will be based on the information you provide on this form. Manchester FA is an Equal Opportunities Employer.

Title	<input type="text"/>
First Name(s)	<input type="text"/>
Last Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
FA Number (if known)	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Do you hold a full current UK driving licence?

YES ☐ NO ☐

Do you have access to your own personal transport?

YES ☐ NO ☐

Do you currently have an in-date FA DBS check?

YES ☐ NO ☐

Completion of a FA DBS check will be required before starting the role.

Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974? (You do not need to declare anything that is deemed 'spent')

YES ☐ NO ☐



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EDUCATION & TRAINING

Please provide details of your education, qualifications, and training that you have completed or are currently undertaking.

Dates	Place of Learning	Course or Qualification	Grade

EMPLOYMENT & VOLUNTEERING

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work.

Dates	Employers Name	Job Title	Key Responsibilities / Achievements

INTERESTS, HOBBIES & LIVED EXPERIENCE

Please tell us about any interests, regular hobbies, lived experience you have that complement the skills and knowledge required in this role.

Interest / Hobby / Lived Experience	How does this support your application?

MEMBERSHIP OF PROFESSIONAL BODIES

Please list any professional bodies that you are a member.

Membership Body	Membership Type



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HOW I MEET THE REQUIREMENTS

FOOTBALL DEVELOPMENT OFFICER (DISABILITY & INCLUSION)

Please ensure you have read and fully understand the recruitment pack for this role. Please contact Lauren.Mccorrey@ManchesterFA.com who can arrange for reasonable adjustments to made for your application.

Please explain why you think you are well suited to meet the purpose of this role? (5000 Characters)

(Please make sure to include any specific knowledge, paid work, voluntary work, or lived experience that demonstrates your skills relevant to this role.)

Please describe your experience in working in disability sport, highlighting your communication and influencing skills (2500 Characters)

Please describe your understanding of the underrepresented and ethically diverse groups in Greater Manchester and highlight how you would grow the number of affiliated clubs in the area, including key stakeholder links?(2500 Characters)

Please describe your experience in project management, prioritisation and stakeholder engagement? (2500 Characters)

How do I meet the values of Manchester FA? (2500 Characters)

Manchester FA's culture and organisational structure is built on the three principle core values. Please provide evidential information and experiences of how you best demonstrate Manchester FA's three core values?



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ADDITIONAL INFORMATION

Manchester FA are committed to equality, diversity, and inclusion. Under the Equality Act 2010, Manchester FA are happy to complete any reasonable adjustments required by applicants with additional needs.

Please detail any adjustments you require to be made if you are invited to interview.

If your application is successful, what notice period would you have to provide your current employer?

If you were successfully appointed to the role what annual salary would be looking to obtain?

REFERENCES

Please provide details of two referees below. Personal references are accepted when no professional or academic reference is available.

	First Referee	Second Referee
Name		
Address		
Postcode		
Phone		
Email		
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.

SIGNATURE

DATE

The final date for consideration of applications is 7 DECEMBER 2022 - 12:00PM
Either email: Info@ManchesterFA.com

Or post and address as follows:
Strictly Private & Confidential
Kathryn Smith Football Development Manager
National Squash Centre
Gate 13 Rowsley Street
Etihad Campus
Manchester
M11 3FF



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