

WOMEN'S RECREATIONAL OFFICER RECRUITMENT PACK



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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

WOMEN'S RECREATIONAL OFFICER

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 lead the delivery of the UEFA Women's Euro 2022 post-tournament legacy project plans for Women's Recreational Football across Greater Manchester

Application Deadline **3 OCTOBER 2022**

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 **LEIGH GELL** 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 Alex.West@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 historically underrepresented groups 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. Ensuring that all our officers and volunteers involved in Manchester FA and 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: 3 OCTOBER 2022

INTERVIEWS: W/C 10 OCTOBER 2022

INDIVIDUAL ROLE PROFILE

WOMEN'S RECREATIONAL OFFICER

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

Role Title	Women's Recreational Officer
Reports To	Football Development Officer (Women & Girls)
Direct Reports	N/A

Role Purpose	- To lead the delivery of the UEFA Women's Euro 2022 post-tournament legacy project plans for Women's Recreational Football across Greater Manchester
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Salary Band	£25,000
Time commitment	37.5 Hours per week - FIXED TERM CONTRACT July 2025
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 Operating Hours: 7am-10pm (Mon-Sun)

RESPONSIBILITIES

Key Performance Indicators

- To support delivery of The FA National Game Strategy (2021-24) KPI, Number of Registered Female Players.
- To deliver Manchester FAs Women's Euro 2022 post tournament legacy plan (2022-2025) and associated Women's Recreational Football programme KPIs.

Number of Registered Female Players

- Support the work of Greater Manchester Women's Football Board providing monitoring and evaluation reports as required covering Women's Recreational Football and the wider outcomes of the Legacy Project Group.
- Support the Legacy Project group Chair, providing progress updates and performance reporting against Women's Recreational Football Programme KPIs.
- Work collaboratively with Manchester FA's Women & Girls Working Group, aligning Women's Recreational Football and Workforce Development with Women & Girls football development across Greater Manchester.
- Work collaboratively with Local Authorities, Active Through Football Officers and Club Community Scheme Women's Football Leads to ensure a co-ordinated approach to the development of Women's Recreational Football.
- Utilise key national and local partners to support the plans and actively promote new and established programmes within Manchester and Trafford.
- Complete quarterly Monitoring & Evaluation progress reporting to the FA and Sport England for the Women's Euro 2022 Legacy programme.



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Female Recreational Football

- Understand what the current adult women's football landscape looks like across Greater Manchester and help identify potential opportunities.
- Pilot sustainable programmes in identified areas of Greater Manchester to support and grow adult women's recreational football, including Walking Football, Just Play, Small Sided Football and Soccerise.
- Reference the FA Good Practice Guide on Adult Women's Recreational Football to provide ideas to shape local offers.
- Promote activities by utilising the resources of Sport England's This Girl Can campaign.
- Develop opportunities for females with disabilities to access football across Greater Manchester.

Female Football Workforce

- Ensure that the projects and the volunteers recruited are inclusive, diverse and reflective of local communities within Manchester and Trafford.
- Undertake a discreet pilot focussing on engaging 'side-line mums and carers' in recreational football.
- Promote the new FA Playmaker supported by BT course to encourage volunteers from all backgrounds into this programme.
- Work collaboratively to develop opportunities for women to participate in football as coaches, match officials and in a variety of volunteer roles.
- Highlight and celebrate the existing female workforce locally and encourage more women to pursue roles within the game.

Safeguarding

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within female football development programmes.
- Risk-assess all Manchester FA events and activity for under-18s and where the Manchester FA 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 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)

A degree level qualification or equivalent experience.
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.
IT skills, including the use of Microsoft Office applications.
Ability to work independently and as part of a team
Self-Motivation and personal drive to complete tasks to required time scales
Time management and prioritisation skills.
Creative problem-solving and decision- making skills.
Excellent communication and presentation skills.
Knowledge of Local, Regional and National Sport and Leisure Landscape.
Budget management skills
Report-writing skills.
Ability to use data to monitor and evaluate programmes.
Influencing skills to champion change.
Passionate about working in women's and girls' football.
Knowledge and understanding of the barriers to participation faced by females.
Knowledge of The FA's strategy for women's and girls' football.
Knowledge and understanding of the infrastructure and networks that exist that can support the development of women's and girls' football.
Knowledge of the structure and partner organisations within football both nationally and within the locality.
Practical experience of sports / football development.
Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
Knowledge of The FA coaching qualification framework.

Desirable (Beneficial, but can be learned in role)

Two years' sports development experience
Practised at developing networks and relationships with a variety of stakeholders in order 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 utilising mapping programmes to support strategic and logistical planning.
Knowledge and understanding of working with volunteers.

Values

PASSIONATE
INSPIRING
PROFESSIONAL

KEY DATES

APPLICATION CLOSING DATE: 30 OCTOBER 2022

INTERVIEWS: W/C 10 OCTOBER 2022

APPLICATION FORM

WOMEN'S RECREATIONAL OFFICER

Please return this completed application form and completed equality monitoring form HERE to INFO@MANCHESTERFA.COM before 3 OCTOBER 2022. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, FA0 Leigh Gell- FDO Women & Girls. 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

WOMEN'S RECREATIONAL OFFICER

Please ensure you have read and fully understand the recruitment pack for this role. Please contact Alex.West@ManchesterFA.com who can arrange for reasonable adjustments to be 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 how you would use the legacy of Women's EURO 2022 to inspire more women to participate in recreational football across Greater Manchester? (2500 characters)

Please outline your previous experience and approach to understanding the needs and working with under represented groups? (2500 characters)

Please outline your project management experience, providing examples of the skills you have used to manage multiple priorities effectively? (2500 characters)

How do I meet the values of Manchester FA?

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 3 October 2022
Either email: Info@ManchesterFA.com

Or post and address as follows:
Strictly Private & Confidential
Leigh Gell - FDO Women & Girls
National Squash Centre
Gate 13 Rowsley Street
Etihad Campus
Manchester
M11 3FF



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