





Manchester Football Association

in partnership with MCR Active and Trafford Council

Women’s Football Recreational Officer

Recruitment Pack

November 2020

Manchester FA

Women’s Football Recreational Officer

**Recruitment**

**An introduction from the Football Development Officer (Women and Girls’)**

Dear Applicant,

Manchester FA is looking to recruit a dynamic and inspiring Women’s Football Recreational Officer to join our team. We are looking for an individual who stands out from others, brings passion and enthusiasm to the team, provides a new way of thinking and will work collaboratively with others, both internally and externally from the organisation. This role is to support the delivery of a Legacy Project across Manchester and Trafford as host cities for UEFA Women’s Euro 2022, and lead on the development of recreational football for women.

The Women’s Football Recreational Officer will report into the Football Development Officer (Women & Girls’) and the Host City Legacy Board Leads. The successful applicant will work closely with the Manchester and Trafford Legacy Project Group and sub-groups and will lead the Women’s Recreational Football sub-group. The role will utilise UEFA Women’s Euro 2022 to inspire women aged 16+ from Manchester and Trafford, grow recreational football participation and create opportunities for women to develop as coaches, referees, volunteers and activators.

It’s an exciting and rewarding role with the incentive of being part of a team that is highly regarded by The FA and grassroots football for leading change. The successful candidate must be passionate about developing opportunities for women to participate in football, committed to making football ‘For All’ and be able to demonstrate our three ‘core’ business values; passionate, inspiring and professional. These values should be evident within all areas of your application.

This pack will provide all the information that you will require in considering making your application to us. We have included a more detailed advertisement re-emphasising the points above and what would be required to be successfully shortlisted for interview. The pack includes the following:

1. The role advertisement
2. The role profile
3. How to apply – the application form

Should you have any questions about the role or require clarity on the recruitment pack please contact Olivia Laiker, Football Development Officer (Women & Girls’):

Email: [olivia.laiker@manchesterfa.com](mailto:olivia.laiker@manchesterfa.com)

Phone: 0161 225 1966

Regards,



**Olivia Laiker**

**Football Development Officer (Women & Girls’)**

**Manchester FA**

**Manchester FA**

**Women’s Football Recreational Officer**

**Salary: £23,000-25,000**

**Fixed Term Contract: January 2021 – December 2022**

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’**.

The successful applicant will form a proactive energised partnership with the Manchester FA, MCR Active and Trafford Council to support the delivery of the Manchester & Trafford Euro 2022 Legacy project. The applicant must be able to demonstrate within their application their ability to deliver the essential and desirable knowledge, experience and technical skills identified in the **role profile**.

The successful applicant must also be able to demonstrate excellent presentation, communication and influencing skills and the ability to work collaboratively and manage relationships with multiple stakeholders.

**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. An FA DBS Check will be completed with employment and character references requested before employment is offered.

**What can we offer?**

* An exciting opportunity to join a forward thinking, progressive business.
* An exciting opportunity to work with key local stakeholders and as part of a national FA Legacy programme.
* A commitment to empowered and supportive personal development.
* A Group Life Pension Scheme.
* A Group Life Assurance Scheme.
* Ability to work flexibly, both in hours and location.

The Women’s Football Recreational Officer will be expected to work evenings and weekends as and when the business and programmes associated with the role require. It is positively encouraged that should you be interested in applying for the role and require further information, that you contact Olivia, Football Development Officer (Women & Girls): [olivia.laiker@manchesterfa.com](mailto:olivia.laiker@manchesterfa.com) or 0161 225 1966.

**How to apply:**Applications will be accepted upon the completion of the application form contained in this recruitment pack. It is essential that applicants clearly demonstrate their ability to meet the essential knowledge, experience and skills and where possible the desirable knowledge, experience and technical skills required of the role.

Recruitment for the role will be based on both the technical ability to fulfil the role and also the following key behavioural competencies:

* Collaborative Teamwork
* Creating Solutions
* Customer Excellence & Quality
* Influential Communication
* Inspiring Others to Succeed

**The interview process:**Applications will be shortlisted once application for the position closes at **12pm** on **Friday 4th December 2020**. Due to the expected volume of applications for the role, the interview process is expected to be across two stages, involving both remote/online and face-to-face interviews. Candidates shortlisted for stage one of the interview process can expect to be notified no later than Friday 18th December 2020.

**Manchester County FA is committed to equality of opportunity and welcomes applications from all sections of the community. Manchester County FA’s Equality Statement is available on request.**

****Criminal Records Check - As this role may involve direct access to young persons 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**

**Women’s Football Recreational Officer**

**Job Description and Person Specification**

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| **Job Title:** | **Women’s Recreational Football Officer**  **(Fixed Term Contract, January 2021 to December 2022)** | | |
| **Reports To:** | **Football Development Officer (Women & Girls’)**  **Host City Legacy Board Leads** | **Direct Reports:** | **N/A** |
| **Salary Band:** | **£23,000 – 25,000** | **Hours:** | **37.5 per week** |

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| **Job purpose(s)** |
| To lead on the Euro 2022 adult women's recreation legacy project plans in Manchester and Trafford. |

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| **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: Manchester Tennis & Football Centre, Etihad Campus, M11 3DU. Hot desking will be available with MCRactive and Trafford Council. |
| **Working hours** | 37.5 Hours per week, evenings and weekend working will be required. Flexible working hours are expected. |
| **Contract type** | Fixed Term – Jan 2021- Dec 2022 |

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| **Responsibilities** |
| * Understand what the current adult women's football landscape looks like within the Manchester and Trafford area to help identify potential opportunities. * Pilot sustainable programmes in identified areas of Manchester and Trafford to support and grow adult women's recreational football, including Walking Football, Just Play, Small Sided Football and Soccercise. * Reference the FA Good Practice Guide on Adult Women's Recreational Football to provide ideas to shape local offers. * 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 * Brand all delivery programmes as The FA Snickers Just Play Centres where appropriate to help with sign-posting. * Promote the new FA Playmaker supported by BT course to encourage volunteers from all backgrounds into this programme. * Encourage volunteers to undertake the new FA Introduction to Disability Football online course. * Work closely with the Manchester and Trafford Legacy Board the County FA Women's Football Development Officer, Club Community Scheme Women's Football lead and to ensure local synergy and strategic alignment. * Promote activities by utilising the resources of Sport England’s This Girl Can campaign. * Utilise key national and local partners to support the plans and actively promote new and established programmes within Manchester and Trafford. * Provide the Manchester and Trafford Women’s Euro 2022 Host Legacy Board with quarterly monitoring and evaluation reports. * Provide regular updates to the Women’s Euro 2022 Host City Legacy Group and sub-groups on progress against plans for adult recreational football activities. * Lead the Manchester and Trafford Legacy Project sub-group, ‘Women’s Recreational Football’, recruiting group members as appropriate, providing progress updates and performance reporting against Women’s Recreational Football Programme KPIs. |

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| **Person specification** | | |
| **Qualifications** | | |
| **Essential**   * A degree level qualification or equivalent experience. | **Desirable**   * Two years’ sports development experience | |
| **Skills** | | |
| **Essential**   * 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. * Excellent 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 * Excellent time management and prioritisation skills. * Excellent creative problem-solving and decision- making skills. * Outstanding 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. | **Desirable**   * 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 and experience** | | |
| **Essential**   * 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**   * 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. |
| **Enhanced DBS Check required?** | YES | |
| **Clean, full driving licence?** | YES | |

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| **The job holder will be expected to understand and work in accordance with the values and behaviours of Manchester FA described below** | |
| **FA value** | **Behaviours** |
| **PASSIONATE** | **Creating opportunities, broadening football’s appeal and keeping more people involved in the game. Committed to delivering a high-quality service every time.** |
| **INSPIRING** | **Inspiring the next generation of players, coaches, referees and volunteers.** |
| **PROFESSIONAL** | **Committed to delivering a high-quality service, every time, on and off the field.** |

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| **The job holder will also be expected to understand and work in accordance with the values and behaviours of The Football Association described below** | |
| **FA value** | **Behaviours** |
| PROGRESSIVE | **Embraces new thinking in pursuit of continuous improvement:**   * Identifies the need for, and actions change in direction, practice, policy or procedure. * Questions the way things are done and takes informed risks. * Continuously seeks to improve efficiency and performance. |
| RESPECTFUL | **Sets the standards for respectful behaviour across the game:**   * Maintains people’s self-esteem when interacting with them. * Avoids pre-judgement when listening to suggestions from others. * Seizes the opportunity to apply FA standards at all times. |
| INCLUSIVE | **Champions and ensures that football is, and will remain, a game for *everyone:***   * Openly collaborates with colleagues and partners in the game * Provides equal opportunity to people of different backgrounds, experience and perspective * Seeks out and embraces new ways of thinking and working. |
| DETERMINED | **Tenacious and accountable. Serving the whole game and doing the right thing:**   * Works relentlessly to overcome roadblocks or obstacles to achieve the goal. * Remains focused on seeing agreed goals through to completion taking pride in their work. * Maintains motivation for their team and themselves. |
| EXCELLENT | **The very best outcome achieved by sustained excellence in performance:**   * Seeks to achieve the highest levels of performance at all times. * Persistent to achieve a standard that others consider impossible. * Challenges others to go further and achieve more. |

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Women’s Football Recreational Officer  
Completing and returning the Application Form

Please complete the application form and return to Olivia Laiker, Football Development Officer (Women and Girls’) on or before **Friday 27th November 2020, 12pm** via email titled **‘WFRO Application’** to [olivia.laiker@manchesterfa.com](mailto:olivia.laiker@manchesterfa.com)

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.

Position applied for:

# Personal Details

## Please complete in block capitals

First Names: Surname:

Yes / No

Mr/Ms/Mrs or preferred title: Are you over the age of 18?

Address:

Post Code: Email Address:

When is the most convenient 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 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 & Training

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

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| **Dates** | **Details of School/College/Institution** | **Course or Qualification** | **Grade** |
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Please insert additional rows in the table above 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.

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

### How do I meet the requirements of the role of Women’s Football Recreational Officer?

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 essential and desirable 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 job advertisement and the role description provided.

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### 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

Do you require a work permit or are there any restrictions on your ability to work in the UK? (Yes or No)

If yes, please give further details:

Yes / No

Do you have any unspent convictions?

If yes, please detail: (In accordance with the provisions of the Rehabilitation of Offenders Act 1974, applicants are not required to disclose details of any spent convictions):

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?

**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:

**The final date for consideration of applications is 12pm on Friday 4th December 2020**

*Please* email *your completed application, titled ‘WFRO Application’ to* [olivia.laiker@manchesterfa.com](mailto:olivia.laiker@manchesterfa.com)

Due to the expected volume of applications for the role, the interview process is expected to be across two stages, involving both remote/online and face-to-face interviews. Candidates shortlisted for stage one of the interview process can expect to be notified no later than Friday 18th December 2020.

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