**Middlesex Football Association**

**Recruitment Pack: Disability Football Development Officer**

Dear Applicant

**Re: Disability Football Development Officer**

Thank you for your request for an application pack for the above vacancy and have pleasure in enclosing the application form and job description.

We would welcome your application if the job appeals to you and you feel that you can demonstrate that you meet the criteria.

If you wish to apply, please ensure that your completed application form is submitted to me by 5.00pm Thursday 26th July 2018 in an envelope addressed for my personal attention and marked ‘Private and Confidential’ or by email to [lynsey.edwards@middlesexfa.com](mailto:lynsey.edwards@middlesexfa.com).

It is not mandatory to complete the monitoring form and non-completion will not affect your application. However, if you do wish to complete the form, please return it with your application in a blank envelope to ensure anonymity.

We pride ourselves on providing a membership focused service and the successful post holder will need to demonstrate empathy to that approach.

Please note that you will be informed by Friday 27th July if you have been short listed for interview. Only candidates invited to interview will be contacted, unsuccessful candidates will not be contacted. The interview date will be Friday 3rd August.

I look forward to receiving your completed job application form.

Yours sincerely

Lynsey Edwards

Head of Participation and Development

**Application form: Disability Football Development Officer**

To be returned to:

Lynsey Edwards, Middlesex FA, Rectory Park Sports Facility, Ruislip Road, Northolt, Ealing, UB5 5FA marked ‘Private and Confidential’ or by email [lynsey.edwards@middlesexfa.com](mailto:lynsey.edwards@middlesexfa.com)

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| Address |  |
|  |  |
|  |  |
| Post Code |  |
| Contact Telephone Number |  |
| Email Address |  |
| Do you consider yourself to have a disability? Please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process |  |
| Do you need a work permit to work in the UK? |  |
| If appointed, what period of notice are you required to give your current employers? |  |
| How did you hear about this vacancy? |  |
| Please give the names and address of two referees who can be contacted (only in the event of your being offered the position). Please state in what capacity they are known to you (i.e. Personal or employer, etc) | |
| Reference One | |
| Reference Two | |
| Do you hold a current Football Association issued Criminal Records Bureau certificate? YES / NO | |
| Do you hold a current Football Association Safeguarding qualification?  YES / NO | |

Please return this form together with your CV and a covering letter why you are applying for this position by 5.00pm Thursday 26th July 2018.

*I certify that the above are correct details and that any offer of employment would be subject to satisfactory references. I also consent to the MCFA making verification checks as appropriate.*

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Monitoring form**

To assist us in monitoring that the wider community is being made aware of our vacancies, you are invited to complete the following form. It is not mandatory and non-completion will **not** affect your application. Please detach and return in an unmarked envelope with your application form.

**Ethnic background.** Please choose one category from A to E and then please mark X in the appropriate box to indicate your ethnic background

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A White** |  | **B Mixed** |  | **C Asian or Asian British** |  |
| English |  | White & black Caribbean |  | Indian |  |
| Irish |  | White & black African |  | Pakistani |  |
| Scottish |  | White & Asian |  | Bangladeshi |  |
| Welsh |  | Other |  | Other |  |
| Other |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **D Black or Black British** |  | **E Chinese or Other Ethnic group** |  |
| Caribbean |  | Chinese |  |
| African |  | Other |  |
| Other |  |

Do not wish to disclose Yes No

**Disability**

Do you consider yourself to be a disabled person? Yes No

If you have indicated yes please mark X in all the boxes that apply to you:

|  |  |  |  |
| --- | --- | --- | --- |
| Hearing impairment |  | Physical impairment |  |
| Learning difficulty / disability |  | Visual impairment |  |
| Mental health issues |  | Do not wish to disclose Yes No | |

**Religion**

|  |  |  |  |
| --- | --- | --- | --- |
| Buddhist |  | Muslim |  |
| Christian |  | Sikh |  |
| Hindu |  | No active faith |  | |
| Catholic |  |  |  | |
| Jewish |  | Any other religion (please write in) |  | |
| Do not wish to disclose Yes No | |
|  | |

**Sexual orientation**

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual |  | Lesbian |  |
| Gay |  | Bisexual |  |
| Do not wish to disclose |  | Other (please write in your preferred description) |  |

**Age**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 18-24 |  | 35-39 |  | 50-54 |  | 65-69 |  |
| 25-29 |  | 40-44 |  | 55-59 |  | 70-74 |  |
| 30-34 |  | 45-49 |  | 60-64 |  | 75-79 |  |
| Do not wish to disclose | | | | | | |  |

** Middlesex Football Association**

**Job Description: Disability Football Development Officer**

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| --- | --- |
| **Role** | Disability Football Development Officer |
| **Contract Type** | Fixed Term (June 2021) |
| **Hours per week** | Full time |
| **Salary** | £25,000 per annum |
| **Location** | Middlesex FA Offices with regular travel across the County |
| **Reports to** | Head of Participation and Development |

**Role purpose:**

Unite the game through the strategic coordination of all disability football provision across the Middlesex Football Associationarea

To influence and support the growth and retention of disability football in accordance with the Middlesex Football Association business plan, ensuring all targets are met

**Work programme:**

* Work strategically to align current and future disability football provision, ensuring an integrated approach across the County FA, local Premier League and English Football League Trust Club networks, alongside key partners from across the disability, health, education and community & voluntary sectors
* Achievement of the disability player numbers as laid out in the CFA strategy and operational plans
* Retain and grow the number of affiliated disability football teams with a particular emphasis on the growth of youth and female teams within Charter Standard Club structures
* Strategically coordinate the delivery of a network of registered disability recreational football centres for male and females across all age groups
* Embed research, insight and effective measurement into planning, decision making and delivery across disability football to ensure accurate data collection across programmes that address the priority areas for disability football and meet the needs of disabled people
* Develop and support leagues and clubs that are safe and inclusive of disabled participants through delivery of a programme of services ensuring modern, fit for purpose league and club structures are in place
* Deliver a comprehensive workforce plan that supports disability football across coaches, referees, volunteers and young leaders and is inclusive of disabled people
* Lead and deliver against the disability talent development programme within the County
* Raise the profile of good news stories and the range of disability football opportunities across the pathway
* *Ensure compliance with CFAs health and safety policies*
* *Ensure that the CFA effectively implement and maintain the FA’s Minimum Operating Standards for Safeguarding within Football*.
* *An understanding and awareness of generic Equality law and of good practice within sports Equality*
* *Executes additional tasks as required in order to meet CFA’s changing priorities.*

**Living the Middlesex FA Values through Our Behaviours**

|  |
| --- |
| **Middlesex FA Values:** |
| **Committed** to offering football opportunities for all, embodying our mission and delivering our vision.  Adopting **creative** solutions to ensure we stay ahead of the game and meet the needs of our football community.  **Collaborate** with local and national partners to offer benefits to our football community.  **Connected** to the community we serve, implementing a customer-focused approach that puts the participant at the heart of what we do. |

**Behaviours:**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Knowledge**   * Knowledge and understanding of disability sport structures and development pathways at local, regional and national level * Knowledge and understanding of football / disability football structures and development pathways at local, regional and national level * Knowledge of The FA’s National Game Strategy * Commitment to sports equality and knowledge of the barriers facing underrepresented groups, particularly those with a disability * Demonstrates a working understanding of inclusion, equality and anti- discrimination, safeguarding and best practice * Knowledge of relevant funding agencies   **Experience**   * Minimum 2 years practical experience of Sports / Football Development * Interest and passion for disability football   **Technical Skills**   * 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 within strict deadlines * Report writing * Excellent IT skills * Excellent communication skills using traditional, modern and emerging media * Experience of monitoring and evaluation of programmes   Driving licence (to be decided by each organisation) | **Knowledge**   * Educated to degree level * Sports development / other relevant qualification * Knowledge of the service providers that support people with a disability both Nationally and within the County FA locality * An understanding of the challenges associated with running disability football clubs and leagues   **Experience**  Budget / resource management |

|  |  |
| --- | --- |
| **Enhanced CRC Check Required:** | YES |
| **Clean Full Driving Licence:** | YES |

**Further information:**

As this role involves direct access to young persons under the age of 18, 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 and completion of The FA Safeguarding Course to ensure their suitability for the role

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive.  The responsibilities, skills, experience and behaviours might differ from those outlined and other duties, as assigned, might be part of the job.