**Middlesex Football Association**

**Recruitment Pack: Football Development**

**Officer (East)**

Dear Applicant

**Re: Football Development Officer (East)**

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 12.00pm Friday 15th June 2018 in an envelope addressed for my personal attention and marked ‘Private and Confidential’ or by email to leigh.oconnor@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.

The post is wholly funded by the Football Association and is offered on a three year contract (subject to funding), to be based in our new state of the art facility at Rectory Park, Northolt.

Please note that you will be informed by Tuesday 19th June 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 is Friday 22nd June.

I look forward to receiving your completed job application form.

Yours sincerely

Leigh O’Connor

Chief Executive

**Application form: Football Development Officer (East)**

To be returned to:

Leigh O’Connor, Chief Executive, MCFA, 39 Roxborough Road, Harrow, Middlesex HA1 1NS marked ‘Private and Confidential’ or by email leigh.oconnor@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 12.00pm Friday 15th June 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: Football Development Officer**

|  |  |
| --- | --- |
| **Role** | Football Development Officer  |
| **Contract Type**  | Fixed Term (June 2021)  |
| **Hours per week**  | Full time  |
| **Salary**  | £29,000 per annum  |
| **Location** | Middlesex FA Offices with regular travel across the County  |
| **Area**  | East – Ealing, Hounslow & Richmond  |
| **Reports to**  | Head of Participation and Development  |

**Role purpose:** Responsible for developing, managing and monitoring a local development plan with partners for all of football within a number of local authority areas. Identify and establish effective relationships with key local partners who can assist in the delivery of football objectives. Will be accountable for the delivery of key performance indicators within a specific geographical area and enable partners to deliver towards shared goals and outcomes within those areas. Lead key projects as requested in line with the delivery of the Middlesex FA strategic plan

**Work programme:**

* To develop and support a sustainable plan for growth and quality delivery in each local authority area aligned to the Middlesex FA strategic plan and FA National Game strategy
* Manage a local delivery budget to be used towards delivering key performance indicators
* Working with the FA and partners to maximise insight and research knowledge to deliver programmes and services to customers that meet their expectations
* Identify relevant local and national partners who can deliver towards shared targets and objectives:
* Provide an enhanced football offer for women and girls
* Engage, support and develop clubs and leagues to maintain and grow 11-a-side football
* Promote and support clubs to gain and maintain quality accreditations; FA Charter Standard, safeguarding compliance and RESPECT campaigns
* Engage with local delivery partners to deliver sustainable recreational football opportunities
* Source additional funding to be invested into football
* Support partners to promote their football offer.
* Support Head of Facility Investment with local football facility plans
* Support the Disability Officer to provide an enhanced disability offer across the county.
* Work with the Workforce Development Manager to provide enhanced support to coaches, volunteers and referees.
* Regular monitoring and evaluation of delivery and its impact
* Creation of steering groups in Local Authority areas engaging all local partners
* Be the appointed lead for project areas supporting the team to deliver with quality across their geographical locations – Education
* To be an ambassador for Middlesex FA positively promoting the sport and those that work and volunteer within it
* Support across the team with safeguarding issues and concerns

**Experience:**

|  |  |
| --- | --- |
| **Essential**  | **Desirable**  |
| Developing strong working relationships at a senior level with a variety of partners and ensuring that they are aware of the benefits of working in partnership  | Experience and knowledge of funding agencies and writing funding bids  |
| Develop, maintain and strengthen partnerships with others both inside and outside the organisation  | An understanding of county and national football structures  |
| Experience of managing budgets | Sports development and/or sports facility management qualifications |
| Strong organisation, time management and prioritisation skills, with evidence of developing and delivering plans to support objectives | Experience of analysing and utilising customer insight data to inform delivery  |
| Working successfully as part of a team whilst also being comfortable to operate on own initiative and make independent decision  | Line management experience  |
| Excellent communication and presentation skills including the ability to liaise and communicate with people at all levels  | Full driving license  |
| Competent IT skills (Word/Excel/PowerPoint) |  |
| An understanding of the wider sports network and the elements involved in developing participation |  |

**Behaviours:**

|  |  |
| --- | --- |
| **Essential**  | **Desirable**  |
| Problem solving Team workCommunicatingDeliveryCustomer experienceDeveloping self and othersConflict managementLeadership | **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. |

**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.