**Middlesex Football Association**

**Recruitment Pack: Workforce Development Officer**

Dear Applicant

**Re: Workforce 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 12.00pm Friday 16th March 2018 in an envelope addressed for my personal attention and marked ‘Private and Confidential’ or by email to [leigh.oconnor@middlesexfa.com](mailto: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 one year contract (subject to funding) initially based in our offices in Harrow and then in our new state of the art facility at Rectory Park, Northolt from April 2018 approximately.

Please note that you will be informed by Monday 19th March 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 23rd March.

I look forward to receiving your completed job application form.

Yours sincerely

Leigh O’Connor

Chief Executive

**Application form: Workforce Development Officer**

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](mailto:leigh.oconnor@middlesexfa.com)

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| Address |  |
|  |  |
|  |  |
| Post Code |  |
| Contact Telephone Number |  |
| Mobile 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? |  |
| 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 | |

Please return this form together with your CV and a covering letter why you are applying for this position by 12.00pm Friday 16th March 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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) |  |

** Middlesex Football Association**

**Job Description: Workforce Development Officer**

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| --- | --- |
| **Role** | Workforce Development Officer |
| **Contract Type** | Fixed Term (July 2019) |
| **Hours per week** | Full time |
| **Salary** | £28,000 per annum |
| **Location** | Middlesex FA Offices with regular travel across the County |
| **Reports to** | Head of Participation and Development |

**Role purpose:** To develop and deliver a plan for growth and quality delivery for workforce recruitment and deployment across Middlesex which is aligned to the business strategic plan and FA targets and to engage with partners for all of football across Middlesex. The promotion of workforce opportunities, including coaching, refereeing, activators and volunteering, to potential delivery partners and the wider community to increase local football workforce and be accountable for the delivery of key performance indicators to grow workforce within the county

**Work programme:**

* To act as Middlesex FA Referee Development Officer
* Identify, recruit and retain referees to increase the number of active referees to ensure referees coverage in Leagues in maximised
* To assist the Referee Academy to identify talented referees.
* Lead officer for Respect programme
* Working closely with the Football Development Officers to support delivery of their local development plans
* To liaise with local partners to support their workforce who can be qualified and upskilled to deliver towards shared targets and objectives
* To support and mentor workforce as part of their progression and continued engagement in football delivery
* Coordination and quality control of workforce deployed to Middlesex FA activity
* Promotion of workforce opportunities including courses and delivery opportunities
* Ensure that allocated workforce is appropriately qualified and delivers programme requirements
* Support the delivery of FA Licensed Coaches Club and FA Coach Mentoring programmes
* Support clubs and leagues to establish and develop an appropriate and qualified workforce
* Identify workforce needs and assist them in recruiting and training appropriate people to identified roles, both voluntary and paid
* Ensure that the clubs and leagues benefit from local and regional support from partners such as Sports Coach UK, London Sport, and FA etc.
* Support Charter Standard clubs and leagues to ensure they meet the workforce requirements for charter standard.
* Work closely with Middlesex Learning team to identify demand for and promote relevant coach education courses
* Recruit, lead and manage the Middlesex Youth Council
* Work with AFA and London FA to manage and deliver a series of club workshops annually
* Establish an effective relationship with London Sport’s Specialist Advisor for Workforce
* Regular monitoring and evaluation of delivery and its impact
* To be an ambassador for Middlesex FA positively promoting the sport and those that work and volunteer within it
* Incorporate targeted participation campaigns into strategic plans for growing football including an enhanced offer for females
* Support across the team with safeguarding issues and concerns
* Required to work regular evenings and weekends to meet the needs of the business

**Experience:**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Developing strong working relationships with a variety of partners and ensuring that they are aware of the benefits of working in partnership | Knowledge of The FA Coaching structure |
| Experience of mentoring/coaching/managing individuals | Knowledge of The FA Refereeing structure |
| Understanding and knowledge of football qualifications and workforce pathways for coaching and refereeing | Knowledge of FA Coach Mentoring and Licensed Coaches Club programmes |
| Working successfully as part of a team whilst also being comfortable to operate on own initiative and make independent decision | An understanding of county and national football structures |
| Excellent communication and presentation skills including the ability to liaise and communicate with people at all levels | Experience and knowledge of funding agencies and writing funding bids |
| Strong organisation, time management and prioritisation skills, with evidence of developing and delivering plans to support objectives | Experience of managing budgets |
| An understanding of the wider sports network and the elements involved in developing participation | Experience of analysing and utilising customer insight data to inform delivery |

**Behaviours:**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Problem solving  Team work  Communicating  Customer experience  Developing self and others  Conflict management  Leadership  Trustworthy  Adaptable / Flexible | **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. |

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.