



MIDDLESEX FA
CUP WINNERS

RECRUITMENT PACK

Development & Workforce Lead





Who we are

Middlesex Football Association are a charitable organisation providing everyone with the opportunity to participate in football across our Boroughs which are the most densely populated and diverse in the country.

We aim to ignite positive change through the power of football. The purpose of everything we do is to unite communities, tackle inequalities, and promote health across our county. Our values are integral to everything we do. We are committed to making the grassroots game better. Through continuous connection with our local community, we will work creatively and collaboratively to enhance their experience.

We nurture the grassroots game, fostering a love for the sport that extends far beyond the pitch. By building strong relationships with our community, we will understand their needs and will develop solutions together, to ensure everyone has the chance to participate.

With unwavering dedication and a spirit of innovation, we are building a Middlesex where football flourishes, inspiring a brighter future for all.

Our Strategy

'Realising Our Potential' is our current four-year strategy which is made up of four strategies which include Commercial, Middlesex Community Football Centres, Equality, Diversity and Inclusion, and a Grassroots Strategy.

Our Purpose

Inspiring positive change through football by uniting communities, tackling inequalities and improving the health of the Middlesex Football community.

Our Values

We are Committed – We are committed to governing the game in a way that is fair and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity.

We are Creative – We are creative, always finding new ways to stay ahead and serve our football community. We learn from our experiences and focus on the future.

We are Collaborative – We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are listening to feedback and meeting their needs. We will collaborate as a team to share knowledge, provide feedback and work as a team to meet our common goal.

We are Connected – We are connected with our community, operating with a customer-focused approach that puts our participants at the heart of what we do.

For further information on Middlesex FA please visit our website and please review our Annual Report and our four-year strategy 'Realising Our Potential'.

Season Review link <https://www.middlesexfa.com/news/2024/aug/08/annual-review-2024>

Strategy link <https://www.middlesexfa.com/about/strategy-2024-28>

ROLE DESCRIPTION

DEVELOPMENT & WORKFORCE LEAD

What is the role?

We are looking for a Development & Workforce Lead to provide strategic planning and support for the development and workforce team, primarily focussed on delivering the Middlesex FA Grassroots Football Strategy.

As well as this, the role encompasses developing and celebrating volunteers to effectively develop and deliver grassroots football, including raising standards of coaching and ensuring a safe and inclusive game.

Volunteering is a key focus in our new 2024-2028 Strategy and therefore it is important to ensure that we continue to make a positive impact in this area of work.

What will you do?

- To support deliver of The FA Grassroots Football Strategy and the Middlesex FA Business Strategy.
- To provide strategic direction to the Development & Workforce department.
- To grow, diversify, provide learning and development and celebrate volunteers in order to effectively develop and deliver grassroots football.
- To support delivery of the FA Learning strategy: Inspire positive change through football by raising standards of coaching and ensuring a safe and inclusive game.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.
- To support the adoption of FA technology systems across grassroots football.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

Application Deadline: **Sunday 23rd February 2025**

To apply, please submit your full curriculum vitae detailing career and achievements, as well as a covering letter addressing the role description and person specifications by clicking [HERE](#).

If you need any more information or have any questions about this role, please contact management@middlesexfa.com.



APPLICATION PROCESS

To apply, please submit your full curriculum vitae detailing career and achievements, as well as a covering letter addressing how you meet the role description and person specifications by clicking [HERE](#).

Please make sure to review the recruitment pack in full before completing your application. If for any reason you are unable to access or complete the application, please contact management@middlesexfa.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 this role. The interview will be arranged at your convenience, Middlesex FA will happily work around your current commitments and responsibilities.

Middlesex 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.

KEY DATES

APPLICATION CLOSING DATE: Sunday 23rd February 2025

INTERVIEW DATE: Tuesday 4th March 2025



INDIVIDUAL ROLE PROFILE

DEVELOPMENT & WORKFORCE LEAD

Role Title: Development & Workforce Lead

Reports to: Operations Manager / Deputy CEO

Direct Reports: Football Development Officer, Women's Football Community Officer and Referee Development Officer.

Role Purpose: To support delivery of The FA Grassroots Football Strategy and the Middlesex FA Business Strategy.

To provide strategic direction to the Development & Workforce department.

To grow, diversify, provide learning and development and celebrate volunteers in order to effectively develop and deliver grassroots football.

To support delivery of the FA Learning strategy: Inspire positive change through football by raising standards of coaching and ensuring a safe and inclusive game.

To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.

To support the adoption of FA technology systems across grassroots football.

To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

Starting Salary: £32,000 per annum

Working Hours: 35 hours per week. Flexible working hours between 8:00am – 6:00pm.

Contract Type: Fixed term until 30th June 2028

Location: Office/home based (Middlesex FA HQ, UB5 5FA) with regular travel across the county.

RESPONSIBILITIES

- Effectively lead, manage, and develop the Development & Workforce team to deliver the Middlesex FA strategic plan, setting targets, monitoring performance and identifying training requirements.
- Identify, manage and develop relationships with key partners to meet the strategic objectives of Middlesex FA.
- Manage Development & Workforce budgets and provide reports on a quarterly basis.
- To coordinate, monitor and evaluate a seasonal coach development programme for Middlesex FA.
- Support the implementation of the season coach development programme to leagues, clubs & providers, liaising with the FA regional coach development team and key stakeholders to meet the needs of the game.
- Work with the FA regional coach development team to create work programmes for the part time coach development workforce including Community Champions, Coach Mentors and Club Coach Developers*.
- Support the creation of a volunteer development plan for the county that meets the motivations and addresses the barriers of volunteers, liaising with clubs, leagues and County FA colleagues to help retain and recruit and reward volunteers.
- Recruit, support and develop diverse coaches through The FA qualification framework, local CPD opportunities, coach development groups and Stepping over the Sidelines programmes with a focus on coaches from historically under-represented communities and female coaches.
- Risk-assess all Middlesex FA events and activity for under-18s and where the Middlesex FA directly 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 Middlesex 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.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems.
- Identify sources of funding that will be of benefit to volunteers and coaches, included England Football Learning Fully Funded Place programme, and provide advice and guidance to applicants.

- Analyse, and use data and insight, to design and develop local solutions that meet volunteer and coaches' needs across all football pathways (women and girls, male and disability).
- Support the Middlesex FA Youth Council to represent young people and identify, discuss and consider local grassroots football issues.
- Work in partnership with the Designated Safeguarding Officer to arrange and deliver CPD events for existing club and leagues' Welfare Officers and ensure that enough workshop opportunities are available for new volunteers.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Middlesex FA and grassroots football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within football development programmes.
- Execute tasks as required to meet the Middlesex FA changing priorities.

PERSON SPECIFICATION

Essential (Required to fulfil the role)

- 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.
- Excellent IT skills including the use of Microsoft Office applications.
- Ability to work independently and as part of a team
- Excellent time management and prioritisation skills.
- Excellent problem-solving and decision- making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

Desirable (Beneficial, but can be learned in role)

- Two years' sports development experience.
- UEFA C in Coaching Football.
- Practised at developing networks and relationships with stakeholders 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 Grassroots Football Strategy.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.

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WHY WORK FOR MIDDLESEX FA?

CYCLEScheme

Staff can purchase commuter bikes and cycling accessories which is taken before tax as a salary sacrifice and paid back to MFA over a 12 month period.

BIRTHDAY

We give you your birthday off! If it falls on a Saturday or Sunday, you will be given the Friday or Monday.

ADDITIONAL DAYS

We choose to close the office and give you time off at Christmas but reviewed yearly. We give you two volunteering days a year (to take place in Middlesex).

STAFF SOCIALS

Our team training days always contain social activity.

TRAINING

We offer financial and professional support for education and training (linked to your role) but supportive of your own personal development.

ACCESS TO FA TICKETS

Staff Members have the opportunity to purchase tickets, allocated to County FAs, for England internationals and the FA Cup Final.

FLEXIBLE AND AGILE WORKING

We offer flexible working, giving you the opportunity to work from home, remotely and to manage your own time around your personal life and family.

STAFF DISCOUNT

Staff can purchase goods from Rectory Park at a discount.



