



MIDDLESEX FA
CUP WINNERS

RECRUITMENT PACK

Women's Community Football Officer





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

WOMEN'S COMMUNITY FOOTBALL OFFICER

What is the role?

We are looking for a Women's Community Football Officer to transition the UEFA Women's Euro Legacy programme to the development of community football for women and teenagers (14+ years).

As well as this, the role encompasses strategic planning and support for the wider women's and girl's game supporting sessional and team-based football, including raising standards and ensuring a safe and inclusive game.

Women's & Girl's football 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 lead on the development of women's and teenage (14+ years) community football inclusive of sessional football and team-based football across walking football, small sided football, and flexi leagues.
- To support the transition of UEFA Women's EURO Legacy objectives into new work programme.
- 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: Thursday 6th March 2025



INDIVIDUAL ROLE PROFILE

WOMEN'S COMMUNITY FOOTBALL OFFICER

Role Title: Women's Community Football Officer

Reports to: Development & Workforce Lead

Direct Reports: N/A

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

To lead on the development of women's and teenage (14+ years) community football inclusive of sessional football and team-based football across walking football, small sided football, and flexi leagues.

To support the transition of UEFA Women's EURO Legacy objectives into new work programme.

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: £26,000 per annum

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

Contract Type: Fixed term until 30th June 2027

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

RESPONSIBILITIES

- Understand what the current adult women's and teenage football landscape looks like in the area to help identify potential development opportunities, primarily in Brent, Ealing and Hounslow.
- Collaborate with stakeholders to support the development and implementation of a female football plan for targeted geographical locations (place-based approach).
- Grow adult women's community football, inclusive of sessional football via Just Play, alongside team-based football across walking football, small sided football, and flexi leagues.
- Pilot sustainable programmes to support the participation of teenage girls aged 14+ in football ensuring Squad Girls Football participants are retained in the game.
- Identify and engage historically underrepresented groups by working with local relevant partners and community organisations, developing fit for purpose football offers.
- 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.
- Grow and diversify volunteers, maximising and aligning relevant FA opportunities and resources such as courses, workshops, and learning materials.
- Work closely with the Middlesex FA Football Development Officer and Club Development Lead to ensure connectivity of this work from the youth game (14 years and below) with focus on Squad Girls Football, and into the women's football pyramid (beyond recreational competition).
- Ensure connectivity with the local Active Partnership and Sport England's place expansion work in targeted communities. Connect with the local 'Active Through Football' Development Officer where relevant.
- Utilise key national partners to support the plans, including Amnesty International UK, Muslim Sport Foundation, AoC Sport, BUCS, Cerebral Palsy Sport and The Wheelchair Football Association.
- Provide The FA with quarterly monitoring and evaluation reports.
- Continue engagement of UEFA Women's EURO Legacy Group and Sub-Groups to meet London Legacy Programme objectives.
- Identify sources of funding to increase scalability and sustainability of projects.
- Support the FDO to map casual and team-based opportunities in clubs, community organisations, and leagues and target gaps in female and disability football provision across key programmes, age groups and formats.
- 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 all development programmes.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems.
- 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.
- Relevant sports coaching qualification.
- 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.
- Passionate about working in women's and girls' football.
- Knowledge and understanding of the barriers to participation faced by female players, and underrepresented female groups in sport/football.
- 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 including coaching and leading sports activity.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.

Desirable (Beneficial, but can be learned in role)

- Two years' sports development experience.
- Relevant FA coaching qualification.
- 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.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.
- Knowledge of The FA coaching qualification framework.
- Experience coaching and leading sports activity/football for underrepresented groups.

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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.

