



THE
FDC
FOOTBALL DEVELOPMENT CENTRE

NORFOLK COUNTY FA CAREERS

WORKING TOGETHER TO SUPPORT
#NORFOLKFOOTBALL

FDC OPERATIONS ASSISTANT

DEPARTMENT	Facilities & Development
REPORTS TO	FDC Manager
LOCATION	County HQ, Clover Hill Road, Norwich, NR5 9ED
CONTRACT TYPE	Part-time, permanent
SALARY	Aged 23+ - £9.50 per hour Aged 21 / 22 - £9.18 per hour Aged 18 / 20 - £6.83 per hour
CLOSING DATE	04/08/22

APPLY

EQUALITY & DIVERSITY FORM



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OUR ORGANISATION

Norfolk County FA is the not-for-profit, governing body of football in Norfolk. Founded in 1881, it governs, regulates and develops grassroots football across the County, sitting under the umbrella of The FA.

We oversee 12 leagues, 270 clubs and over 1500 teams, with over 25,000 participants of all ages playing football each week. Thousands more people of all demographics are involved in the local game via coaching, refereeing, and volunteering.

We manage 11 County Cup Competitions each season, oversee match official recruitment and appointments, and operate 3 state-of-the-art football facilities known as our Football Development Centres (FDC's). Our flagship venue is The FDC in Norwich which boasts the newly developed Harrod Sport Arena as well as multiple small-sided 3G pitches, along with a fully licensed bar and café.

We pride ourselves in being one of the most forward-thinking County FA's in the Country:
[Norfolk Football – A strategy for everyone.](#)



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WORKING FOR US

We believe that Norfolk FA is a great place to work.

We are proud of our positive culture, innovation, and one team ethos as a workforce. Every member of staff has a part to play in the development of #NorfolkFootball, and together we can change lives within the local communities around the County.

We offer flexible working hours where possible, Nike teamwear kit, employee perks and benefits designed by our staff well-being working group, professional development and training opportunities, and great progression pathways across the staff structure.

Employees can be based across our three Football Development Centres, or within the new County Headquarters Office located on the grounds of The FDC in Norwich. Where appropriate, staff have the ability to work across multiple venues.



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THE ROLE

- To support the administration of pitch hire bookings and payment procedures for FDC core initiatives
- To support the administration and delivery of FDC events, including the hosting of Cup Finals, Birthday party packages, coach education, functions and room hire, whilst working to achieving the agreed annual financial targets for the FDC
- To take beverage and food orders from FDC customers and serve as requested from the FDC café and bar
- To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FA's



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KEY RESPONSIBILITIES

FDC Booking Procedures

Administrate the FDC booking systems, ensuring all bookings follow the necessary procedures and relevant Business Rules ensuring the agreed processes are undertaken on a daily, weekly and monthly basis. These processes will include:

- Booking and confirming pitch hire and events, including payment processing
- Updating the Programme of Use, Online Booking System and Outlook Calendar
- Ensuring all relevant booking / application forms are completed fully and filed accordingly

Delivering FDC initiatives

- Hosting cup finals & other affiliated football events
- Children's Birthday parties
- Functions
- Meeting Room Hire
- NCFA Coaches Club events

FDC Café & Bar

- Take and serve beverage and food orders via the FDC café & bar
- Support the maintaining of a clean café & bar area before, during and after usage
- Use the facilities cash registers



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PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS / TRAINING

ESSENTIAL

DESIRABLE

- GCSE – Maths and English to Grade C or IGCSE
- Maths and English Grade 4

SKILLS

- Sound organisation and planning skills
- Evidence of influencing skills/negotiating skills
- Ability to work on your own and as part of a team
- Be able to demonstrate the use of individual initiative
- Excellent interpersonal, communication, presentation and negotiation skills
- IT literacy
- Experience of using Microsoft Office including Outlook, Word, Excel & PowerPoint
- Excellent communication & customer service skills
- Evidence of innovation and problem solving
- Sound numeracy skills

KNOWLEDGE AND EXPERIENCE

- Knowledge of grassroots football and its structures
- Sound numeracy skills
- Previous experience of money handling
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality
- Knowledge of The FA's Grassroots Football Strategy
- Experience of project management
- Experience of utilising mapping programmes to support strategic and logistical planning
- Knowledge and understanding of working with volunteers

ENHANCED DBS CHECK REQUIRED?

Yes, with a check of relevant barred lists

CLEAN, FULL DRIVING LICENCE?

Desirable



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NORFOLK FA DNA

The job holder will be expected to understand and work in accordance with the values and behaviours described below:

DNA

BEHAVIOURS

INCLUSIVE

'Having inclusion at the heart of the way that we work and operate'

- Openly collaborates with colleagues, individuals, and partners in the game
- Provides equal opportunity to people of different backgrounds, experience, and perspective

EMPATHETIC

'Demonstrating empathy with colleagues, individuals, and partners that we work with'

- Considers the impact that decisions and views may have on other people's feelings
- Demonstrates a caring and supportive approach to the thoughts and feelings of other staff members

INNOVATIVE

'Continuously looking at new ways and ideas to ensure Norfolk Football moves forward'

- Seeks out and embraces new ways of thinking and working
- Utilises the resources available to achieve the best possible outcome

PASSIONATE

'Demonstrating an enthusiasm and drive to serve Norfolk Football'

- Focused on seeing agreed goals through to completion, taking pride in their work
- Works relentlessly to overcome roadblocks or obstacles to achieve goals

TRANSPARENT

'Offering total visibility and demonstrating integrity within everything we do'

- Provides open communication internally and externally, where appropriate
- Demonstrates accountability for actions and behaviours



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WORKING HOURS

Position 1 – 18 Hours Per Week

Core working hours of 5pm-11pm weekdays.

Position 2 – 16 Hours Per Week

Core working hours of 5pm-11pm Tuesday, 5pm-11pm Wednesday and 5.30pm-9.30pm Friday.

Position 3 – 15 Hours Per Week

Core working hours of 12.30pm-6.30pm Saturday and 8.30am-5.30pm Sunday.

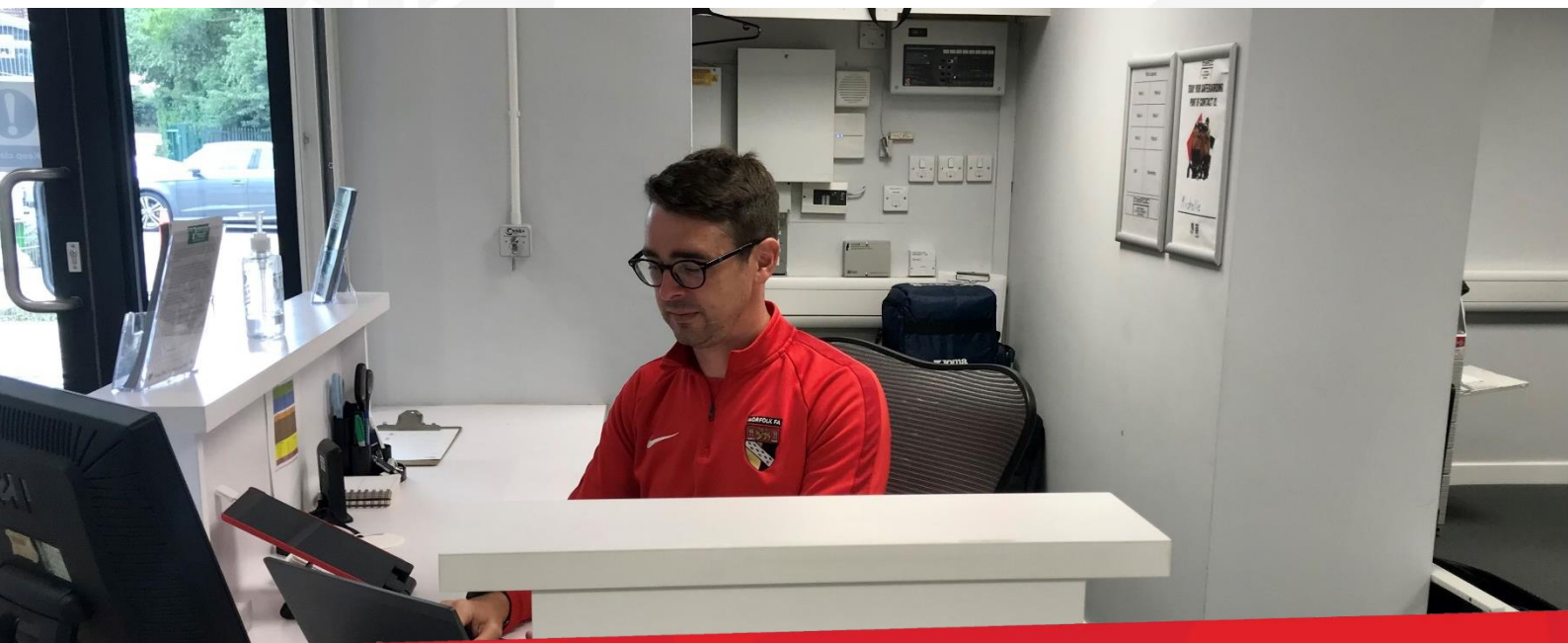
Position 4 – 12 Hours Per Week

Core working hours of 5pm-9pm Monday, 5pm-9pm Friday and 8.30am-12.30pm Saturday.

On occasion, working hours may change in line with the operational needs of the Association and the Football Development Centre. Alternative working hours may be agreed with line manager & CEO upon appointment.

FURTHER INFORMATION

If you have any questions regarding this role or any of the information enclosed within this job pack please email ian.Grange@NorfolkFA.com.



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WORKING TOGETHER TO SUPPORT #NORFOLKFOOTBALL

So, you want a career in football? Well now's your chance!

Work with a great group of people in an exciting and fast paced environment that has the development of the beautiful game at its core.

Make a difference and play your part in changing lives through the power of grassroots sport.

Join us!

APPLY



EQUALITY & DIVERSITY FORM



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

Norfolk County Football Association embraces the diversity of Norfolk Football and promotes equal opportunities for all. We welcome applications from all candidates regardless of age, race, disability, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, sex and religion or belief.

Norfolk County FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.



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