



NORFOLK COUNTY FA CAREERS

WORKING TOGETHER TO SUPPORT
#NORFOLKFOOTBALL

ASSISTANT FOOTBALL DEVELOPMENT OFFICER

DEPARTMENT	Football Development
REPORTS TO	Football Development Manager
LOCATION	County HQ, Clover Hill Road, Norwich, NR5 9ED
CONTRACTTYPE	Part-time, 1 year fixed-term contract
SALARY	£12,000 (3days)
CLOSING DATE	14/09/22

APPLY

EQUALITY & DIVERSITY FORM



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THE
FDC
FOOTBALL DEVELOPMENT CENTRE

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 1,500 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
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THE ROLE

- To support the delivery and administration of a Student County 5ives league at the UEA in Norwich
- To support the design, organisation and delivery of a new youth disability provision
- To support the organisation and delivery of the new Platform for Football Youth Leadership programme
- To support the administration and delivery of the Club and League Menu & Coaching CPD offer
- To provide support to the Football Development department in the delivery of their operational plan
- To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.



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KEY RESPONSIBILITIES

Male Pathway

- Lead the delivery and administration of an additional Student County 5ives league at the University of East Anglia and a minimum of 3 stand-alone tournaments
- Support the Football Development Team in the administration and delivery of the Club and League Menu for FA accredited clubs

Disability Pathway

- Support the design, organisation and delivery of a new youth disability football provision

Youth Council

- Support the organisation and delivery of the new Platform for Football Youth Leadership programme

Coach Development

- Support the delivery of the annual Coach Development Programme which delivers high-quality coaching opportunities across grassroots football (aligned to the national framework) to support the achievement of the FA's Coaching KPIs.

Generic

- Provide information and evidence on an annual basis to support County FA achieving the annual Safeguarding 365 Standard.
- Risk-assess County FA events and activity for under-18s and where the County FA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Execute tasks as required to meet the County FA's changing priorities.





PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS / TRAINING

ESSENTIAL

- Educated to A-level standard or equivalent
- Clean, full driving license

DESIRABLE

- Experience in sports development

SKILLS

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes
- Project management skills
- Ability to work on your own and as part of a team
- Be able to demonstrate the use of individual initiative
- IT literacy
- Experience of using Microsoft Office including Outlook, Word, Excel & PowerPoint
- Evidence of innovation and problem solving
- Excellent organisation and planning skills
- Ability to influence and negotiate
- Ability to work sensitively and professionally with children with a disability

KNOWLEDGE AND EXPERIENCE

- Knowledge of grassroots football and its structures, including disability football
- Experience of managing projects
- Experience of working with people with disabilities
- Knowledge of The Norfolk County FA Strategy
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality

ENHANCED DBS CHECK REQUIRED?

Yes, with a check of relevant barred lists



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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





THE
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FOOTBALL DEVELOPMENT CENTRE

WORKING HOURS

Part-time – 22.5 hours per week

Core working hours are between 9am-5pm Tuesday, Wednesday and Friday. Alternative working hours may be agreed with line manager & CEO upon appointment.

This position may require some evening and weekend work.

FURTHER INFORMATION

Interviews for the position will be held on Wednesday 21st September.

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



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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.



Norfolk County Football Association Ltd
Registered Office: Norfolk County FA, theFDC, Clover Hill Road, Norwich, NR5 9ED
Incorporation No: 3830562 England
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