



NORFOLK COUNTY FA CAREERS

WORKING TOGETHER TO SUPPORT
#NORFOLKFOOTBALL

EQUAL GAME AMBASSADOR

DEPARTMENT	Football Delivery
REPORTS TO	Football Delivery Officer – Participation
LOCATIONS	Norfolk County FA, Clover hill Road, Norwich, NR5 9ED (including home-based work and club visits)
CONTRACT TYPE	Casual Contract
HOURS	Up to 50 hours Hours of work will vary and will most likely include evenings and weekends
SALARY	£22.31 per hour + 12.07% in lieu of holiday
CLOSING DATE	Sunday 2 nd February 2025, 5pm

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 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 14 County Cup Competitions each season, oversee match official recruitment and appointments, and operate 2 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:
[Uniting Norfolk Football.](#)



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THE
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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 two 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 growth of Women's and Girl's football across Norfolk through working with clubs and providers to develop their female provisions
- To support The FA Grassroots Strategy – specifically in the delivery of equal opportunities for women and girls to play
- To contribute to the effective implementation of That FA's Safeguarding 365 Standard for County FAs



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RESPONSIBILITIES

- **Attend the 'Equal Game Training' to develop a thorough understanding of the Equal Game Programme**
- **Support with the delivery of the Equal Game Workshops, working with County CFA Leads**
- **Work with clubs and football providers to support the growth of their female provisions to maximise and sustain opportunities for female players**
- **Develop bespoke support packages to identified clubs and providers**
- **Deliver practical support sessions to a range of club volunteers**
- **Engage with selected England Football Accredited clubs following their completion of the Equal Game Workshop**
- **Support clubs to build and sustain relationships with relevant local partners such as charitable organisations, educational establishments, alongside other key partners to promote new opportunities**
- **Signpost clubs to relevant support, including funding and coach development opportunities via the County FA**
- **Collaborate with County FA staff, national FA staff, and other grassroots football stakeholders**
- **Maintain records of the support being provided to grassroots clubs and providers**



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PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS / TRAINING

ESSENTIAL

- GCSEs In English and Mathematics at Grade C or above (or equivalent)
- Clean, full driving license

DESIRABLE

- Introduction to Coaching Football

SKILLS

- Excellent problem-solving and decision-making skills
- Outstanding communication and interpersonal skills
- Excellent IT skills, including the use of Microsoft Office applications
- Ability to develop effective working relationships with key stakeholders at football clubs
- Willingness to complete the 'Equal Game Training
- Excellent ability to support and mentor others
- Ability to maintain records effectively
- Ability to work independently and in a team
- Ability to deliver practical support sessions to a range of club volunteers

KNOWLEDGE AND EXPERIENCE

- Experience of working with female grassroots opportunities
- Experience of supporting or mentoring others
- Experience of facilitating and engaging with volunteers
- Knowledge and understanding of working with volunteers
- Knowledge of challenges and barriers that are faced within female football
- Knowledge of football funding opportunities
- Knowledge of, and commitment to equality, diversity and inclusion

ENHANCED DBS CHECK REQUIRED?

Yes, with a check of relevant barred lists

CLEAN, FULL DRIVING LICENCE?

Yes



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THE FDC

FOOTBALL DEVELOPMENT CENTRE

OUR VALUES

ENGAGE

Where connection meets action

- We prioritise active involvement, meaningful interaction, and impactful connection with stakeholders, audiences, customers and communities. We strive to create compelling experiences, initiatives, and content; igniting interest, participation, and passion.

INSPIRE

Illuminating the pathway for all

- We foster pride and belonging to support wide reaching goals around participation and development. Through setting standards and championing a diverse range of role models we are looking to ignite a fire within the local population around our game.

EVOLVE

Proactively pursuing growth

- We focus on innovation and continuous improvement of our workforce, processes and the Association as a whole. We have the ambition to remain forward thinking and responsive to current trends as well as adaptable to changing circumstances in the world of football.

UNIFY

Together we achieve more

- Through uniting Norfolk Football, we as the Governing Body aspire to create a cohesive and inclusive community, bringing groups together while celebrating the diversity of the local football landscape.

OUR BEHAVIOURS

PLAY FOR THE FRONT OF THE SHIRT



100
GIVE YOUR 100%

BE BRAVE



»»
PUSH FORWARD

CELEBRATE TOGETHER



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THE
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FOOTBALL DEVELOPMENT CENTRE

WORKING HOURS

Casual contract, 50 hours per contract

Varied hours to be agreed with the jobholder which will most likely include evenings and weekends

FURTHER INFORMATION

If you have any questions regarding this role or any of the information enclosed within this job pack please email Rosie.Filby@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
To find out more about how we hold personal data, please read our Privacy Policy



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