

Norfolk County Football Association Ltd



October 2019

Dear Applicant

RE: Football Development Officer (Clubs & Leagues)

Thank you for expressing an interest in the aforementioned role. Please find enclosed an Application Pack including the Job Description and Person Specifications.

If you feel you demonstrate the necessary skills and attributes required to fulfil the criteria for the role I would welcome your application.

Should you wish to apply, please ensure your completed application reaches the County Headquarters no later than **1pm on Friday 26 October 2018.**

Please mark the envelope 'Private and Confidential', for my attention.

As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include an FA DBS Check to ensure their suitability for the role.

Interviews for the position will take place on Thursday 1 November 2018.

Those candidates selected for interview will be notified, via email, on **Monday 29 October**. Should you not receive any correspondence from us by this date this means that unfortunately you have not been selected for interview.

Please be advised that no alternative dates are currently being offered for interview so it will be necessary to ensure your availability for the above date.

I look forward to receiving your completed application.

Yours faithfully

Gavin Lemmon
Chief Executive

Norfolk County FA

theFDC

theFDC@OpenAcademy

theFDC@Flegg

County 5IVES

T.01603 704050
E.info@NorfolkFA.com
Norfolk.com

T.01603 704050
E.theFDC@NorfolkFA.com
theFDCnorfolk.com

T.01603 704050
E.theFDCopen@NorfolkFA.com
theFDCopen.com

T.01603 704050
E.theFDCflegg@NorfolkFA.com
theFDCflegg.com

T.01603 704050
E.County5IVES@NorfolkFA.com
County5IVES.com



PLAY COACH VOLUNTEER REFEREE CHOOSE YOUR ROLE #NORFOLKFOOTBALL

**Norfolk County Football Association Application Form
Football Development Officer (Clubs & Leagues)**

Surname		
First Name		
Address		
Postcode		
Home Telephone Number		
Mobile Telephone Number		
Email Address		
Twitter Handle (optional)		
Do you suffer from any ongoing health difficulties? Please delete accordingly	YES / NO	
If YES, please give details		
If appointed what period of notice are you required to give your current employers?		
Please indicate your current salary		
Please give the names and addresses of two referees who can be contacted (only in the event of your being offered the position). Please state in what capacity they are known to you (i.e. Personal or employer, etc)		

I certify that to the best of my knowledge, the above details are correct and understand that any offer of employment would be subject to satisfactory references. I also consent to Norfolk County Football Association making verification checks as appropriate (following the interview process).

Name _____ **Signed** _____ **Date** _____

Please return this form together with your CV and a covering letter stating why you are applying for this position.

The closing date for applications is 1pm, Friday 26 October 2018

Interview date – Thursday 1 November 2018

All applications submitted will be treated confidentially, please return your application marked 'Private and Confidential' to: Gavin Lemmon, Norfolk County FA, 11 Meridian Way, Thorpe St Andrew, Norwich, NR7 0TA

JOB DESCRIPTION

Title:	Football Development Officer (Clubs & Leagues)
Hours:	37.5 hours per week, these will include, but not be limited to: Monday – Friday: 09.00 – 17.00
Working Location:	Based from County Headquarters
Line Manager:	Facilities, Investment & Development Manager
Responsible to:	Chief Executive
Salary Scale:	£22,000 - £24,000 per annum

Purpose of post:

To lead on the delivery of the following areas within the new **#NorfolkFootball ForALL** Strategy;

- Retention and growth of traditional football participation (incorporating Adult Male, Youth and Mini Soccer) by working with affiliated clubs and leagues
- Retention and growth of The FA Charter Standard programme (clubs and leagues), including coordination of monitoring visits, annual health checks and organisation of the 'in service' development menu
- To develop links with the Education sector and provide strategic overview of the programmes delivered within schools, further education and higher education

Specific Duties:

- Plan and deliver programmes to retain and grow participation associated to the traditional affiliated form of the game (including Futsal)
- Analyse and make use of national and local data to design and deliver customer focused services that support participation growth & retention
- Provide support to aid the restructure of the Adult Male Saturday Affiliated League provision
- Identify, manage and develop relationships with key stakeholders to meet the objectives and targets of Norfolk County FA, including affiliated clubs and leagues
- Encourage clubs and leagues to sign up and adhere to The FA Charter Standard programme
- Coordinate Norfolk County FA's Charter Standard monitoring visit programme and provide feedback to visited clubs
- Develop a comprehensive club and league development menu associated to The FA Charter Standard programme
- Work in partnership with Norfolk County FA Designated Safeguarding Officer (DSO) & Football Services Manager to embed Respect principals across our Charter Standard club and league network, ultimately helping to improve the matchday experience across the affiliated grassroots game
- Lead Norfolk County FA's delivery of the FA's new Club Improvement Programme
- Lead Norfolk County FA's work with educational partners, including primary schools, secondary schools, Further Education and Higher Education establishments
- Lead Norfolk County FA's work with Coaching Providers delivering within the education setting, including Norwich City Community Sports Foundation
- Coordinate the FA Coach Mentor Programme within the Norfolk County FA locality
- Signpost clubs and leagues to relevant revenue funding opportunities

Knowledge, Experience & Skills

Essential:

- Interest and passion in football
- Practical experience of Sports / Football Development including providing support to clubs and or leagues
- Understanding of local sport development structures and pathways at local, regional and national level
- An understanding of the key participation barriers faced by the traditional format of the game
- Project management skills and experience – to plan, set, achieve and review objectives within strict deadlines
- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes
- Experience of monitoring and evaluation of programmes and courses
- Experience of writing reports and excellent IT skills (Outlook, Word, Excel, PowerPoint, etc.)
- Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice
- Driving licence

Desirable:

- Knowledge of The FA's National Game Strategy
- Knowledge of the County FA's **#NorfolkFootball ForALL** Strategy
- Knowledge of the structures and organisations within football both Nationally and within the Norfolk County FA locality
- Knowledge of the County FA's DNA
- Knowledge of the Norfolk Education sector and its relevance to grassroots football
- Sports development / other relevant qualification
- Experience of managing and working with budgets
- Knowledge of relevant funding agencies

Behaviours

- Hard working
- Leadership
- Team player
- Creative
- Innovative
- Good listener
- Problem Solver
- Sense of Humour
- Transparent
- Time Management
- Ability to prioritise
- Working to strict deadlines
- Flexible attitude to work
- Willingness to work unsocial hours, including evenings, weekends and occasional overnights stay

Relevant Legislation and Company Requirements

Ensure all duties are carried out with regard to relevant legislation, policies and procedures including:

- Norfolk County FA's Health and Safety Policy
- Norfolk County FA's Equal Opportunities Policy
- Norfolk County FA Anti-Bribery and Corruption Policy
- Undertake such other relevant duties as may from time to time be determined by the Norfolk County FA

Key Internal Relationships

- Chief Executive
- The Board of Directors
- FID Manager
- Football Development Team
- CFA Senior Managers
- FDC Senior staff
- CFA Finance Officer

Key External Relationships

- The Football Association
- Football Foundation
- Local Clubs / Leagues
- Norwich Community Sports Foundation
- Active Norfolk
- Local Authorities
- Other County Football Associations

FA DBS Check & Safeguarding Children

As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include an FA DBS Check to ensure their suitability for the role. We will also require the successful candidate to commit to completing an FA Safeguarding Children Workshop.

Transport

The successful applicant will be required to have access to transport

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/behaviour's might differ from those outlined and other duties, as assigned, might be part of the job.

Norfolk County FA is committed to equality of opportunity and welcomes applications from all sections of the community

