



NORTH RIDING COUNTY FA

Job Title: Football Development Officer (Inclusion & Wellbeing)

APPLICATION PACK



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ABOUT NORTH RIDING FA

North Riding FA was founded in 1881. We are the local governing body for football and are responsible for the governance and development of football across Teesside and North Yorkshire working in the Local Authority areas of Stockton-on-Tees, Middlesbrough, Redcar & Cleveland, North Yorkshire & York.

NRCFA Mission	To provide fun, positive, safe & inclusive football across the communities of Teesside & North Yorkshire.
NRCFA Vision	To make football a game for everyone.
NRCFA Values	Excellence, Community, Making a Difference, Passion, Accountability.



THE ROLE

North Riding County FA is inviting applications for the position of Football Development Officer (Inclusion & Wellbeing). Working within the Football Development Team, the successful applicant will be responsible for: leading the delivery of our Diversity & Inclusion Action Plan; activating our Health & Wellbeing Strategy; and growing the recreational football offer across the county.

We are looking for an individual with a huge passion for the game, who wants to make a difference to football across Teesside and North Yorkshire. The role will aim to widen the reach of North Riding FA, opening the game up to groups and communities who have not previously engaged with the County FA.

WHAT CAN WE OFFER?

- The salary band for this role is £24,000 to £28,875 per annum (dependent upon experience).
- You will initially be entitled to 25 days annual leave, plus bank holidays.
- North Riding FA offers a pension scheme (3% employer contribution).
- We are committed to helping our staff maintain a healthy work-life balance, offering a hybrid-working policy to help achieve that.

SAFEGUARDING

North Riding FA is committed to safeguarding children, young people and adults at risk. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through the FA DBS process.



ROLE PROFILE

Job Title: Football Development Officer (Inclusion & Wellbeing)

Reports to: Head of Football Development & Operations

Job Purpose (S):

- To support delivery of The FA Grassroots Football Strategy and the North Riding FA Business Strategy.
- To lead on the delivery of the North Riding FA Diversity & Inclusion Action Plan.
- To strategically co-ordinate North Riding FA's Inclusion Advisory Group and maintain the Preliminary Level of the Equality Standard, whilst working towards achieving the Intermediate Level of the Equality Standard.
- To support, service and encourage inclusive leagues and clubs with complete player pathways through local collaboration and sharing of resources and knowledge.
- To lead on the delivery of a recreational football programme, that sits outside of the affiliated game.
- To lead on the delivery of the North Riding FA Health & Wellbeing Strategy.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FA's.

Direct Reports: None

Location: North Riding FA, Broughton Road, Stokesley, Middlesbrough, TS9 5NY and occasional additional travel to other locations or overnight stays. Includes home working.

Working Hours: 40 hours per week with occasional evening and weekend when required.

Contract Type: Permanent

Salary: £24,000 - £28,875 per annum



RESPONSIBILITIES

- Explore and encourage the development of other formats of football (e.g. walking football and futsal) within leagues and clubs to provide more opportunities for people to play and enjoy football.
- Identify sources of funding that will be of benefit to key stakeholders and provide advice and guidance to applicants.
- Recruit, retain and develop diverse coaches through The FA qualification framework and local CPD opportunities, with a focus on historically under-represented groups and female coaches.
- Work with the Referee Development Officer to recruit, retain and develop diverse (especially females and those from historically under-represented groups) referees.
- Use national and local data, research and customer insight to drive player participation in grassroots football by those from historically under-represented groups.
- Work with the North Riding FA Inclusion Advisory Group to consult on plans and engage to provide advocates for diversity and inclusion activities.
- Represent North Riding FA with internal and external stakeholders, campaigners and networking groups, positively engaging and informing on diversity and inclusion targets and activities.
- Develop activities and campaigns which will support the achievement of our diversity and inclusion targets.
- Lead the creation of the annual external report on the progress of the North Riding FA Diversity and Inclusion Action Plan and its published targets.
- Ensure North Riding FA maintains the Preliminary Level of the Equality Standard.
- Ensure the North Riding FA Youth Council is diverse and representative of local demographics.
- Work with the North Riding FA Health & Wellbeing Working Group to consult on plans and engage to provide advocates for health and wellbeing activities.
- Represent North Riding FA with internal and external stakeholders, campaigners and networking groups, positively engaging and informing on health and wellbeing targets and activities.
- Develop activities and campaigns which will support the achievement of our health and wellbeing targets.
- Lead the creation of the annual external report on the progress of the North Riding FA Health and Wellbeing Strategy and its published targets.

Safeguarding

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within diversity and inclusion football development programmes.
- Risk-assess all North Riding FA events and activity for under-18s and where North Riding FA directly employ or deploy under-18 referees, coaches and volunteers to ensure appropriate safeguards are in place.
- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the North Riding FA youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Recognise the additional vulnerability of some groups of children and young people e.g. those with disabilities; from historically under-represented groups; those who identify as LGBT.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Contribute to ensuring that safeguarding and equality are embedded throughout North Riding FA and grassroots football.
- Execute tasks as required to meet North Riding FA's changing priorities.



PERSON SPECIFICATION

Qualifications

Essential	Desirable
<ul style="list-style-type: none">A degree level qualification or equivalent experience.	<ul style="list-style-type: none">Two years' sports development experience.

Skills

Essential	Desirable
<ul style="list-style-type: none">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 skillsExcellent problem-solving and decision-making skills.Outstanding communication and presentation skills.Exceptional customer service.Report-writing skills.Ability to use data to monitor and evaluate programmes.Influencing skills to champion change.	<ul style="list-style-type: none">Capable of developing networks and relationships with a variety of 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.

Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none">Practical experience of sports/football development.Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.	<ul style="list-style-type: none">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**

Clean, Full Driving License?



YES



NO

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

NORTH RIDING FA VALUE	BEHAVIOURS
PASSION	• Love the game, be proud of what we do and have a sense of purpose.
EXCELLENCE	• Provide and promote the highest standards.
MAKING A DIFFERENCE	• Create and provide opportunities to make football better.
ACCOUNTABILITY	• Take responsibility for our actions and always aim to act in the best interests of football.
COMMUNITY	• Be inclusive and provide opportunities FOR ALL.

HOW TO APPLY

Complete the application form via the link below:

<https://app.smartsheet.com/b/form/a73281ce88ce4f24ac160b5a986a114c>

Applications must be submitted by no later than:

5pm on Friday 17th November 2023

The application form cannot be saved so we recommend completing in a word document prior and transferring to the application from ahead of submission.

We would be grateful if candidate could also complete and return the Equality and Diversity Monitoring form below. Please note that completing this form is entirely voluntary.

<https://app.smartsheet.com/b/form/31319c1a3c12461286222fc0121ea916>



SELECTION PROCESS

Shortlisted applicants will be contacted no later than:

Wednesday 22nd November 2023

Interviews will be held during the week commencing:

Monday 27th November 2023

If required, second interviews may be held in order to determine the most suitable candidate for this role.

If you have any queries regarding the role, please contact:

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