



**NORTH RIDING COUNTY FA**

**APPLICATION PACK**

***Football Development Officer  
(Scarborough)***

# CONTENTS

ABOUT NORTH RIDING FA	2
THE ROLE	3
ROLE PROFILE	4
HOW TO APPLY	9
SELECTION PROCESS	10

## 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, Hambleton, Richmondshire, Ryedale, Scarborough and York.

**NRCFA Purpose** Enhance football by developing an inclusive game that inspires people and communities.

**NRCFA Values** Excellence, Pride, Respect, Inclusion, Positivity





## THE ROLE

North Riding County FA is inviting applications for the position of Football Development Officer (Scarborough). Working within the Football Development Team, the successful applicant will be responsible for the delivery of the Scarborough 2030 Football Development Strategy.

We are looking for an individual with a huge passion for the game, who wants to make a difference to football in Scarborough. The role will aim to develop and grow football participation across the male, female and disability pathways.

## WHAT CAN WE OFFER?

- The salary for this role is £25,200 per annum.
- 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.



***Enhance football by developing an inclusive game that inspires people and communities.***

## ROLE PROFILE

**Job Title:**

**Football Development Officer (Scarborough)**

**Reports to:**

**Football Development Team Leader**

**Job Purpose (S):**

- To support delivery of The FA Grassroots Football Strategy and the North Riding FA Business Strategy.
- To lead the delivery of the Scarborough 2030 Football Development Strategy.
- To strategically coordinate male football provision across Scarborough.
- To drive implementation of The FA's growth strategy for women's and girls' football locally.
- To influence and support the growth and retention of disability football.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.
- To support the adoption of FA technology systems across grassroots football.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

**Direct Reports:**

**None**

**Location:**

**Scarborough TBC**

**Working Hours:**

**37.5 hours per week with occasional evening and weekend when required**

**Contract Type:**

**2- year fixed term**

**Salary:**

**£25,200 per annum**



# RESPONSIBILITIES

## Male Pathway

- Work collaboratively through local strategic networks within the community to support the growth and retention of both team-based and sessional-based playing opportunities for male players.
- Map casual and team-based opportunities in clubs, community organisations, and leagues and target gaps in male football provision across key programmes, age groups and formats.
- Retain and grow the number of affiliated male football teams with an emphasis on creating player pathway opportunities within England Football Accredited clubs.
- Retain and grow the number of casual opportunities to play using FA participation programmes such as Just Play.
- Support the planning, implementation and piloting of new FA initiatives.
- Facilitate the movement of male players transitioning from youth to adult football and school to community provision.

## Disability Pathway

- Retain and grow the number of affiliated disability football teams with an emphasis on creating player pathway opportunities within FA-accredited clubs.
- Support and build links between schools, colleges, universities and FA-accredited clubs to support the growth in disability football.
- Coordinate the delivery of a network of recreational disability football centres for male and females across key age groups: under-8, under-12, under-16 and adult.
- Work with the Football Development team to deliver a comprehensive workforce plan that supports disability football across coaches, referees, volunteers and young leaders and is inclusive of disabled people.
- Work with the Football Development team to raise the profile of disability football across Scarborough and communicate the range of disability football opportunities across the pathway.



# RESPONSIBILITIES

## Women & Girls Pathway

- Develop programmes to support and grow female football provision, with a focus on getting girls playing earlier in mini-soccer.
- Complete an annual analysis of female football to map participation and identify gaps in provision.
- Retain and grow the number of affiliated female football teams within FA-accredited clubs with a focus on developing complete female player pathways.
- Ensure that the development of the female game is embedded across Scarborough and work with local strategic networks within education and the community to support the growth and retention of players, driven through key FA programmes.
- Strategically recruit, manage and retain Wildcats Centres/Just Play Centres and co-ordinate the workforce to support the retention of these centres.
- Drive participation growth via The FA Just Play programme by engaging a wide range of stakeholders and targeting a variety of participant groups based upon local demand.
- Support the network of Girls' Football School Partnerships and a high-quality introduction to football for girls within primary schools.
- Support clubs and leagues to grow and retain female teams, creating a female-friendly environment and an appropriate competition offer.
- Create, maintain and communicate an inclusive player pathway for females through education, recreation, competition and talent to support growth and retention.
- Support the establishment of a 'North Riding FA Girls Football Development Centre' based in Scarborough.
- Raise the profile of female football across Scarborough and communicate the range of female football opportunities across the pathway.



***Enhance football by developing an inclusive game that inspires people and communities.***



# RESPONSIBILITIES

## Safeguarding

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within female football development programmes.
- Risk-assess all North Riding FA events and activity for under-18s and where the Association directly employs or deploys under-18 referees, coaches and volunteers to ensure that 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 North Riding FA's youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Association and grassroots football.

Execute tasks as required to meet North Riding FA's changing priorities.



**Enhance football** by developing an inclusive game that inspires people and communities.

# PERSON SPECIFICATION

## Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>• A degree level qualification or equivalent experience.</li> <li>• Minimum of UEFA C Coaching Diploma</li> </ul>	<ul style="list-style-type: none"> <li>• Two years' sports development experience</li> </ul>

## Skills

Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.</li> <li>• Project management skills and experience - to plan, set and achieve objectives to deadlines.</li> <li>• Excellent IT skills, including the use of Microsoft Office applications.</li> <li>• Ability to work independently and as part of a team</li> <li>• Excellent time management and prioritisation skills.</li> <li>• Excellent creative problem-solving and decision- making skills.</li> <li>• Outstanding communication and presentation skills.</li> <li>• Exceptional customer service.</li> <li>• Budget management skills</li> <li>• Report-writing skills.</li> <li>• Ability to use data to monitor and evaluate programmes.</li> <li>• Influencing skills to champion change.</li> </ul>	<ul style="list-style-type: none"> <li>• Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.</li> <li>• Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.</li> <li>• Capability to create multiple reports, budgets and plans.</li> </ul>



# PERSON SPECIFICATION

## Knowledge and Experience

### Essential

- Practical experience of sports / football development.
- Practical experience of grassroots coaching.
- 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.

### Desirable

- Knowledge of The FA's Grassroots Football Strategy.
- Knowledge of the football landscape in Scarborough.
- 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



**Enhance football** by developing an inclusive game that inspires people and communities.



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

NORTH RIDING FA VALUE	BEHAVIOURS
EXCELLENCE	Provide and promote the highest standards
PRIDE	Love the game, have a sense of purpose and be proud of what we do
INCLUSION	Provide opportunities FOR ALL
RESPECT	Listen and show empathy
POSITIVITY	Always adopt a positive approach



**Enhance football** by developing an inclusive game that inspires people and communities.



## HOW TO APPLY

Complete the application form below:

### APPLICATION FORM

Applications must be submitted by no later than:

**Monday 15<sup>th</sup> September 2025**

We would be grateful if candidates could also complete the below form:

### EQUALITY & DIVERSITY FORM

North Riding FA embraces diversity 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 partnerships, sex and religion or belief.

North Riding Football Association 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.



***Enhance football by developing an inclusive game that inspires people and communities.***

## SELECTION PROCESS

**Shortlisted applicants will be contacted no later than:**  
**Monday 22<sup>nd</sup> September 2025**

**Interviews will be held:**  
**Week Commencing 6<sup>th</sup> October 2025**

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

**If you have any questions, please contact:**

**Jasmine Morris**

**Football Development Team Leader**

**[Jasmine.morris@northridingfa.com](mailto:Jasmine.morris@northridingfa.com)**

**01642 717770**



***Enhance football by developing an inclusive game that inspires people and communities.***