

**Northumberland FA Youth Forum**

**Recruitment for Season 2018/19**

We are delighted to announce that we are now recruiting for the 2018/19 Northumberland FA Youth Forum.

We are looking for enthusiastic young people from across the county to represent children and young people, helping to shape and develop youth football.

Our mission is to **provide a voice for young people in Northumberland.**

The newly appointed team of young people will aim to build successful foundations, and a legacy which others can follow in the coming years; driving the development of a number of projects. The team will be tasked with the planning and delivery of a number of youth consultation events throughout the season, which will shape the delivery of future Youth Forum events.

The Northumberland FA Youth Forum will contribute towards the Northumberland FA business plan by creating innovative ideas around how to achieve these long-term objectives.

Successful Candidates will be expected to attend all Youth Forum meetings throughout the season. Meetings will be held at Northumberland FA, Whitley Park, Whitley Rd, Benton, Newcastle upon Tyne, NE12 9FA.

**The deadline for applications is Friday 27th July at 12noon. Please note that no late applications will be accepted.**

If you would like any further detail on the Youth Forum or any of the roles, please contact Ian Skinner on 0191 2700700 or [ian.skinner@northumberlandfa.com](mailto:ian.skinner@northumberlandfa.com)

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| **Role** | **Brief Description** |
| **Chairperson** | The Chairperson will lead the group at meetings, delivering a season long learning and development programme, whilst liaising with both staff members at Northumberland FA and the FA National Youth Council Regional Engagement Officer. This role will also involve, but is not limited to, representing the Youth Council at events, ensuring the delivery of the group's objectives and co-designing a learning and development programme.  The candidate should have experience leading a team and being able to communicate effectively with both adults and children. The candidate should act as a positive role model, be organised & punctual and able to work to deadlines. The candidate should have experience or be confident when presenting to large groups and able to offer support to younger/less experienced team members. The candidate should be competent in using IT programmes such as Word, Excel and PowerPoint.  **Reports to: NFA Staff - Ian Skinner and Nicola Hepworth** |
| **Vice Chairperson** | The Vice Chairperson will lead the group at meetings, in the absence of the chair. The vice chair should act as a support to the chair, to share the workload. The vice chair may be expected to sit on other committees within the Northumberland FA structure.  The candidate should be able to communicate effectively with both adults and children. The candidate should act as a positive role model, be organised & punctual and able to work to deadlines. The candidate should have experience or be confident when presenting to large groups and able to offer support to younger/less experienced team members. The candidate should be competent in using IT programmes such as Word, Excel and PowerPoint.  **Reports to: Chairperson** |
| **Events Officer** | The Events Officer will lead of the planning and development, and support the delivery of projects within the annual delivery plan.  The candidate should have an interest in events management, and be able to communicate effectively with both adults and children. The candidate should act as a positive role model, be organised & punctual and able to work to deadlines. The candidate should have experience or be confident when presenting to large groups and able to offer support to younger/less experienced team members. The candidate should be competent in using IT programmes such as Word, Excel and PowerPoint.  **Reports to: Chairperson** |
| **MarComms Officer** | The MarComms Officer will be expected to raise awareness of the Youth Forum and their work. They should be able to promote Youth Forum events and projects and be able to manage social media. Whilst on the Youth Forum the officer is to put together a communications plan (they will be supported with this).  The candidate is expected to have experience in media and or marketing and promotion. The candidate should have a good knowledge of social media and how it should and shouldn’t be used. It is desirable for the officer to have some experience in filming/photography/editing footage. The officer must be able to work under pressure and meet deadlines.  **Reports to: Chairperson** |
| **Project Officer x Multiple Roles** | Project Officers will be expected to work as a team to create a platform for young people to have a voice in the running of football within the County and work closely with the County FA Development team to support projects, with the aim to increase awareness of and participation in football. Project officers should be committed to personal development and take part in the yearlong learning and development programme, as well as helping to deliver the Youth Forum's objectives for the season.  The candidate is expected to have a passion for developing young people, and giving young people a voice. They are also expected to be committed to the team, able to set goals and meet deadlines, and able to manage their own time.  **Reports to: Chairperson** |