



**NORTHUMBERLAND FA
FOOTBALL DEVELOPMENT OFFICER:
PLAYER PATHWAYS
RECRUITMENT PACK**



WELCOME TO NORTHUMBERLAND FA

ABOUT US

Northumberland FA is part of The FA's national network of County Football Associations. County FA's support, develop, and govern grassroots football in their regions. Northumberland FA's region includes three Local Authority areas; Newcastle upon Tyne, North Tyneside, and Northumberland.

Northumberland FA is a registered charity and is funded through both The FA and its own commercial activity.

Northumberland FA aims to achieve its vision by supporting the provision of, fun, safe, and inclusive football environments for all. We believe in our people and strive to create a team who share our values.

This is an incredibly exciting time to join us as we prepare to move into our brand new £4 million Headquarters off the Coast Road at Wallsend, and we look forward to hearing from you. Read more about our new HQ development [here](#).

OUR APPROACH TO RECRUITMENT

At Northumberland FA, we are committed to equality and to ensuring opportunities for all. This commitment extends to our recruitment processes. For this reason, we;

- Operate a 'anonymous' recruitment process.
- Are flexible with interview times.
- Are a Disability Confident employer.
- Are fully transparent - this means we'll always advertise the salary for the role so there aren't any surprises.

We aim to be flexible in our approach, and this extends to considering flexible working options including job shares.

We want to ensure our recruitment process is as fair as possible and doesn't exclude anyone from joining us in our mission to ensure that football truly is for all.



WORKING WITH US

KEY ACHIEVEMENTS



2023 North East Chamber of Commerce: Business of the Year



68% Team growth since 2015/16, including 200% Team Growth within the Female Player Pathway



Northumberland FA were one of the first 10 County FA's to achieve The FA's Code of Governance.



NSPCC Safeguarding Compliant to the highest possible standard.



2023 North East Chamber of Commerce: Diversity & Inclusion Award



2025 FA Recognition Awards: Winner of Facility Development of the Year for our new HQ, St Peter's Sports Hub

BENEFITS OF WORKING AT NORTHUMBERLAND FA



4 weeks Sickness Pay over a 12 month period.



23 Days annual leave.
Flexible Working and TOIL Policy.
(pro-rata)



Maternity & Paternity pay policies and time off for medical appointments.



Access to FA Cup Final, England internationals & Newcastle United Premier League tickets



Contributory pension scheme through NEST Pensions.



Nike staff kit provided



Living Wage Employer



All Bank holidays off or in lieu,
Xmas-New Year off, & additional annual leave for long-service.



ABOUT OUR TEAM

Lewis White, Football Services Administrator

“Joining Northumberland FA has been an incredible journey. My role keeps me motivated and engaged, with opportunities to grow both personally and professionally. The supportive culture here makes every challenge feel achievable.

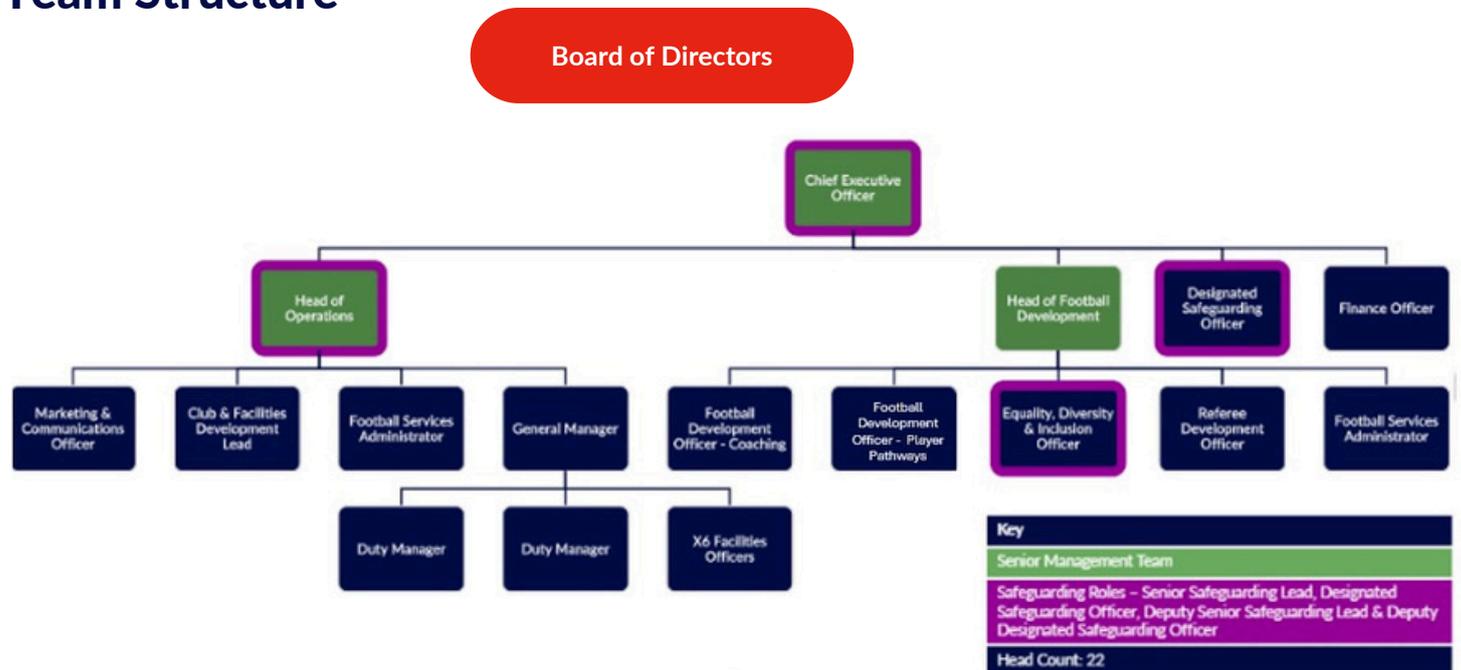
“I’m constantly inspired by the passion and dedication of my colleagues. The balance between meaningful work and a great environment makes this a place where you genuinely look forward to coming in every day.”

Jessica Kerr, Marketing & Communications Officer

“I started at Northumberland FA as an apprentice, and it’s been an incredible journey. The team has been supportive and encouraging throughout my development, helping me build valuable skills and confidence.

“The flexibility and understanding across the organisation also make it a fantastic place to work with a great work-life balance.”

Team Structure



Inclusion Advisory Board

Youth Engagement: Voice FC



ABOUT OUR TEAM

TEAM NFA CRITERIA

To be successful at Northumberland FA, there are some Key skills, values and attributes that are hugely important to us and will help you to be successful in your role.

We'd love to hear from you if you;

- Are positive
- Are a self-starter
- Love being part of a team
- Genuinely care about the community
- Are solutions focussed
- Really care about making a positive difference to people, especially children and young adults.
- Feel comfortable talking to a wide range of people from different demographics.

HOW TO APPLY

Equality and Diversity:

Northumberland FA promotes inclusion and diversity and welcomes applications from everyone. If you have any requirements in relation to the recruitment or interview process, please include details on the application form.

About the application and selection process:

- [Complete the Application Form here](#) and [Equality and Diversity Monitoring Form here](#) no later than 09:00 on Monday 2nd March. Applications received after deadline will only be considered in exceptional circumstances e.g. proof of posting indicates undue delay through no fault of the applicant.
- Receipt of applications will not be acknowledged.
- Due to the high number of applications we receive, we are unable to provide feedback to unsuccessful applicants before the final interview stage.
- Interviews are to be scheduled Thursday 12th & Friday 13th March
- Northumberland FA may decide to conduct Second Stage Interviews at a later date if required.

Contact: Please read the Job Description carefully, but if you have any wider questions about the role and Northumberland FA, please contact David Jones, (Head of Football Development) via david.jones2@northumberlandfa.com. Please include your phone number if you would prefer a discussion over the phone.



ROLE PROFILE

Job Title
Location
Contract Type
Hours
Salary
Reports To

Football Development Officer: Player Pathways
St Peter's Sports Hub, St. Peters Road, Wallsend, NE28 7BF and other locations as required

Permanent (fixed-term until June 2028 in-line with FA 4-year funding cycle)
37.5 hours per week including evening and weekend work.

£28,000 per annum

Head of Football Development





ROLE PROFILE

Job Purpose

- To support the increase in the number of people playing football across the Male, Female, and Disability Player Pathways.
- Supporting the network of Grassroots Clubs and partners to develop existing and new player pathways, to create more opportunities for more people to play the game.

Job Responsibilities

- Supporting delivery of The FA Grassroots Football Strategy and the Northumberland FA Business Strategy.
- Co-Creating and delivering Northumberland FA's annual Operational Plans.
- Working collaboratively with colleagues, including our; Equality, Diversity, & Inclusion Officer; Club & Facilities Development Lead; Coach Development Lead; and Head of Football Development, to support and develop the network of Grassroots Clubs and opportunities for new and existing players across the Male/Mixed, Female, and Disability Player Pathways.
- Working collaboratively with our Designated Safeguarding Officer to ensure existing and new football activity is compliant with FA requirements.
- Contribute to Northumberland FA continually maintaining The FA's Safeguarding 365 Standard for County FAs, audited by NSPCC.
- Acting as CFA lead for Women & Girls, working with FA Women & Girls national lead colleagues.
- Leading and developing the NFA Competition Pathways via a mix of direct delivery and FA/NFA Sanctioned Delivery.
- Local coordination of the England Football Accredited Clubs and League programme, to grow the number of Clubs who meet the Accreditation criteria.
- Providing targeted support for Accredited Clubs with potential to grow their player pathways to attain 2 and 3 Star Accreditation Status, increasing the number of Thriving Community Clubs.
- Leading the local implementation and coordination of England Football Programmes including FA Wildcats, FA Comets, FA Squad Girls, and FA Just Play.
- Creating new initiatives and interventions which support the growth of small-sided football and sessional football offerings.
- Utilising FA Data, and other data sources, to create targeted interventions focused on specific geographical locations and/or for specific age-groups and/or specific demographics.
- Support the adoption of FA Technology systems across grassroots football.
- To comply with FA rules, regulations, policies, procedures and guidance.
- Representing Northumberland FA with internal and external stakeholders, campaigners and networking groups, positively engaging and informing to support the game.
- To ensure good practice examples of work are evidenced, promoted, and reported on.
- Execute tasks as required to meet the Northumberland FA changing priorities.



WHAT ARE WE LOOKING FOR?

Qualifications:

Essential:

- Educated to A Level or equivalent- If you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would be interested in your application.

Desirable:

- Degree or equivalent qualification within a related field.

Skills:

Essential:

- Adaptability, open to change and learning new ways of working.
- Ability to work with partner organisations across different sectors to plan and deliver sport/football programmes.
- Project management skills and experience – to plan, deliver, and achieve objectives to deadlines.
- IT skills and confidence, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Time management and prioritisation skills.
- Problem-solving and decision-making skills.
- Communication and presentation skills.
- Ability to use data to monitor and evaluate programmes.

Desirable:

- Practised at 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:

- At least 2-Years Sport/Football Development experience.
- Experience of delivering programmes that grow participation in sport.
- Understanding of equality, diversity and inclusion issues and challenges within grassroots football.
- Experience of working with and supporting volunteers.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Following risk management and Health & Safety processes.
- Knowledge of partner organisations within football, nationally and within the County FA locality, that will support our work.

Desirable:

- Knowledge of The FA's Grassroots Football Strategy.
- Experience of project management.
- Experience working with and/or within Grassroots Football Clubs.
- Experience of working within disability sport development.
- Experience of working within women's sport development.
- Organising and Coordinating football events, competitions, and fixtures.
- Experience of working in partnership with local and national sporting organisations.

An Enhanced DBS check will be required for this role.



WHAT ARE WE LOOKING FOR?

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

Accountable

- Communicates consistently and effectively.
- Maintains accountability for their area of work within the business, the delivery of agreed targets and actions.
- Maintains a detailed knowledge of their area of work and seeks to understand others areas of work.

Professional

- Uses supportive body language with colleagues and customers (eye contact, open body position...);
- Demonstrates enthusiasm towards work tasks, colleagues and stakeholders;
- Leads by example and sets a personal example to others at all times through their own behaviour and standards e.g. is an effective role model.

Respectful

- Maintains people's self-esteem when interacting with them;
- Seizes the opportunity to apply company standards at all times;
- Demonstrates an awareness of self and how this may impact upon others.

Teamwork

- Positively shares and receives ideas;
- Identifies who they need to collaborate with to ensure success;
- Initiates and sets up opportunities to collaborate widely;
- Proactively steps in and shows support for colleagues.



 @NORTHUMFA

 @NORTHUMBERLANDFA

 @NORTHUMFA

