



**FOR ALL**



**NOTTINGHAMSHIRE FOOTBALL ASSOCIATION  
VACANCY – FOOTBALL DEVELOPMENT OFFICER (DISABILITY, INCLUSION  
& EQUALITY)  
12 MONTH MATERNITY COVER  
SALARY BANDING £26,000 - £28,000 PER ANNUM**

The Nottinghamshire Football Association is looking to appoint a Football Development Officer with a focus on the Disability, Inclusion & Equality side of the game, on a 12-month maternity cover contract.

Initially reporting directly to the Head of Football Development, the successful applicant must have knowledge and understanding of the barriers to participation faced by disabled people and be able to demonstrate a working knowledge of inclusion, equality, anti-discrimination, and safeguarding.

This role will strategically coordinate disability football provision across Nottinghamshire, strategically coordinate the Nottinghamshire FA Inclusion Advisory Group and achieve the Preliminary Level of the Equality Standard.

Good communication, interpersonal and influencing skills are essential to this role and experience of working with volunteers would be desirable. We would also want the successful candidate to understand and work in accordance with the Nottinghamshire FA values and behaviours described in the job description.

The role is both office based and remote with a requirement of at least 2 days a week in the office. You will be required to have a flexible approach to working hours as these may include evenings and weekends.

The successful applicant must hold a valid and current driving licence.

To discuss the role please contact Sara Stubbs, Head of Football Development – [Sara.Stubbs@nottinghamshirefa.com](mailto:Sara.Stubbs@nottinghamshirefa.com)

To apply please email a copy of your CV and covering letter to Sara Stubbs [Sara.Stubbs@nottinghamshirefa.com](mailto:Sara.Stubbs@nottinghamshirefa.com)

- The closing date for applications is 5pm Tuesday 25<sup>th</sup> April 2023
- Interviews will take place week commencing 1<sup>st</sup> May 2023

**As this role may involve 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 a Criminal Records Bureau Disclosure, to ensure their suitability for the role.**



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## Job Description and Person Specification

<b>Job title</b>	Football Development Officer (Disability, Inclusion & Equality)
<b>Reports to</b>	Initially Head of Football Development

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To support delivery of The FA National Game Strategy and the Nottinghamshire FA Business Strategy.</li> <li>To strategically coordinate disability football provision across the Nottinghamshire FA and the local area.</li> <li>To strategically co-ordinate the Nottinghamshire FA Inclusion Advisory Group and achieve the Preliminary Level of the Equality Standard</li> <li>To influence and support the growth and retention of disability football.</li> <li>To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> <li>To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li> <li>To be the lead and accountable officer for Disability Affiliated and regular recorded players KPI</li> </ul>	
<b>Direct reports</b>	None

<b>Location</b>	Nottinghamshire County FA Offices & Remote Working
<b>Working hours</b>	35 hours per week with a requirement for occasional evening and weekend work
<b>Contract type</b>	12-Month Maternity Cover

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>Represent the Nottinghamshire FA with internal and external stakeholders, campaigners and networking groups, positively engaging and informing on diversity and inclusion targets and activities.</li> <li>Work with staff across departments to support in the delivery of diversity and inclusion targets and in creating a more inclusive culture across the Nottinghamshire FA.</li> <li>Work with the Nottinghamshire FA Inclusion Advisory Group to consult on plans and engage to provide advocates for diversity and inclusion activities.</li> <li>Lead the creation of the annual external report on the progress of the Nottinghamshire FA diversity and inclusion programme and its published targets.</li> <li>Develop activities and campaigns which will support the achievement of our diversity and inclusion targets.</li> <li>Establish constructive working relationships with the key stakeholders and develop regular contact to promote collaboration and sharing of good practice.</li> <li>Work strategically to align current and future disability football provision, ensuring an integrated approach across the Nottinghamshire FA, local Premier League and EFL (English Football League) club community organisations and key partners from across the disability, health, education, community and voluntary sectors.</li> <li>Map clubs, teams and leagues and target gaps in disability football provision across key age groups : under-12, under-16s and 16+.</li> <li>Retain and grow the number of affiliated disability football teams with an emphasis on creating player pathway opportunities within England Football Accredited club structures for under-12, under-16 and adult age groups.'</li> <li>Support and build links between schools, colleges, universities and England Football Accredited clubs to support the growth in disability football.</li> </ul>	



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- Coordinate the delivery of a network of recreational disability football centres for male and females across key age groups: under-12s, under-16s and adults.
- Embed research, insight and effective measurement into planning, decision-making and delivery across disability football to ensure accurate data collection across programmes that address the priority areas for disability football and meet the needs of disabled people.
- Service a modern and sustainable competition structure across pan disability football, targeting under-12s, under-16s and adults.
- 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.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within disability football development programmes.
- Risk-assess all Nottinghamshire FA events and activity for under-18s and where the Nottinghamshire FA directly employs or deploys under 18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Risk assess all Nottinghamshire FA events and activity involving open age adult disability grassroots football teams or participants.
- 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.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, FA Events, Whole Game System, Matchday app and Full-Time).
- Work with the Football Development team to raise the profile of disability football within the Nottinghamshire FA and communicate the range of disability football opportunities across the pathway.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Nottinghamshire FA and grassroots football.
- Execute tasks as required to meet the Nottinghamshire FA changing priorities.

**Person specification**

**Qualifications**

**Essential**

- A degree level qualification or equivalent experience

**Desirable**

- Two years' sports development experience.

**Skills**

**Essential**

- 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 skills.

**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.



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<ul style="list-style-type: none"> <li>• Excellent 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>	
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**Knowledge and experience**

**Essential**

- Passionate about working in disability football.
- Knowledge and understanding of the barriers to participation faced by disabled players.
- Knowledge and understanding of the infrastructure and networks that exist within education, recreation, competition and talent that can support the development of disability football.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.
- Practical experience of sports/football development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of The FA coaching qualification framework.

**Desirable**

- Knowledge of The FA’s National Game 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 licence?**

Yes



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The job holder will be expected to understand and work in accordance with the values and behaviours described below	
FA value	Behaviours
<b>INTEGRITY</b>	<p><i>Demonstrating integrity at work:</i></p> <ul style="list-style-type: none"> <li>• Respect other opinions. Honouring colleagues, managers and stakeholders' opinions and ideas</li> <li>• Reliable and trustworthy</li> <li>• Responsible and accountable for your actions</li> </ul>
<b>COLLABORATIVE</b>	<p><i>Encourage collaborative behaviour:</i></p> <ul style="list-style-type: none"> <li>• Listening and evolving together, helping, and supporting each other</li> <li>• Open to and accepting of new ideas</li> <li>• Communicate clearly, actively listening to others, taking responsibility, and respecting diversity</li> </ul>
<b>INNOVATIVE</b>	<p><i>Practical implementation of ideas resulting in new services and engagement:</i></p> <ul style="list-style-type: none"> <li>• Connect to your own creativity</li> <li>• Develop your curiosity and observational skills</li> <li>• Introduction and application of new ideas, products, processes and procedures</li> </ul>

<b>Job description reviewed and modified by:</b>	Sara Stubbs
<b>Date job description reviewed and modified:</b>	02/04/2023
<b>Job description authorised by:</b>	

<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.