



FOR ALL



**NOTTINGHAMSHIRE FOOTBALL ASSOCIATION
VACANCY – WORKFORCE SUPPORT OFFICER
FULL TIME (FIXED CONTRACT TO 30TH JUNE 2024)
SALARY BANDING £22,000 - £25,000 PER ANNUM**

The Nottinghamshire Football Association is looking to appoint a full time Workforce Support Officer.

Reporting directly to Head of Football Development the successful applicant will be required to demonstrate excellent IT skills including the use of Microsoft Office applications and previous administration experience would be advantageous

This role will lead on Nottinghamshire FA's Coaches Club and FA Youth Council alongside providing administration support for our safeguarding, refereeing and workforce education programmes across Nottinghamshire.

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

To apply please email a copy of your CV and covering letter to Sara Stubbs Sara.Stubbs@nottinghamshirefa.com

- The closing date for applications is 5pm Friday 10th March 2023
- Interviews will take place week commencing 20th March 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

Job title	Workforce Support Officer
Reports to	Head of Football Development

Job purpose(s)	
<ul style="list-style-type: none"> To support delivery of The FA National Game Strategy and the Nottinghamshire FA Business Strategy. To develop and support the volunteer workforce across the County To assist in the efficient running of the Football Development department. 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. To promote and assist FA education in ensuring that Nottinghamshire Coaches have access to coach education courses To create a culture of coaching excellence through the provision of high-quality coach development opportunities 	
Direct reports	None

Location	Nottinghamshire County FA Offices & Remote Working
Working hours	35 hours per week with a requirement for occasional evening and weekend work
Contract type	Fixed Term Contract

Responsibilities	
<ul style="list-style-type: none"> - Collaborate with FA education to ensure coach education access and opportunities for Nottinghamshire coaches - Lead and deliver the Nottinghamshire FA Coaches Club enhancing and expanding the learning and development opportunities for Nottinghamshire Coaches. - Support and continue to develop a local communication network that provides coaches with access to courses, education, development and employment opportunities. - Develop and deliver the Nottinghamshire FA Youth Council - 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). - Provide administration support to safeguarding programmes, activities, events and communications. - Provide administration support to the DSO regarding DBS compliance. - Provide administration support in gathering the correct information and scheduling safeguarding validation visits. - Provide administration support for referee course's including promotions, course bookings, course confirmation, course sign off and registering of referees five game completion - Support other referee admin duties as determined by the business such as maintaining an inventory and distribution of refereeing kit and equipment - Drive and support the promotion of FA education courses encouraging and increasing engagement of individuals across Nottinghamshire - Assist with general day to day enquiries regarding all workforce education - Support the administration of the Notts FA coaches club and other workforce programmes 	



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- 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.
- Provide appropriate records, statistics and reports which will assist with the monitoring and reviewing of coaching targets and objectives.
- Engage with clubs and local communities to understand the barriers for coaches especially females and EDI and work with stakeholders to identify initiatives to support.
- Responsible for Social media and Marketing presence for lead area, liaising with our external marketing support.

Person specification	
Qualifications	
Essential GCSEs in Mathematics and English at Grade C or above (or equivalent).	Desirable <ul style="list-style-type: none"> • Two years' sports development experience
Skills	
Essential <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 skills. • Excellent creative problem-solving and decision-making skills. • Outstanding communication and presentation skills. • Exceptional customer service. • Budget management skills • Report-writing skills. • Ability to use data to monitor and evaluate programmes. • Influencing skills to champion change. 	Desirable <ul style="list-style-type: none"> • Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities. • Capability to create multiple reports, budgets and plans.
Knowledge and experience	
Essential <ul style="list-style-type: none"> • Knowledge of grassroots football governance and regulation. • Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding 	Desirable <ul style="list-style-type: none"> • Knowledge of The FA's National Game Strategy. • Experience of project management. • Experience of utilising mapping programmes to support strategic and logistical planning.



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<ul style="list-style-type: none"> • Knowledge of the structure and partner organisations within football, nationally and within the County FA locality • Knowledge of The FA coaching qualification framework. 	<ul style="list-style-type: none"> • Knowledge and understanding of working with volunteers.
Enhanced DBS Check required?	Yes
Clean, full driving licence?	Yes

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

Job description reviewed and modified by:	
Date job description reviewed and modified:	
Job description authorised by:	

Signed by job holder (on appointment):	
Date signed:	

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