

Vacancy: Inclusive Football Development Officer



Dear Applicant,

Suffolk County Football Association are inviting applications for the vacancy of Inclusive Football Development Officer.

The successful candidate will: **In accordance with the Suffolk FA Business Strategy 2018-21, inspire further enhancement in the provision of high quality football experiences across the county, especially for players with a disability and other identified demographics.**

The successful candidate will be inspirational, positive and dynamic with the ability to develop excellent relationships with a wide range of partners, understand the motivations of both a paid and unpaid workforce, and be able to work some unsociable hours including weekends.

Applicants are requested to submit your CV along with a Covering Letter of no more than three sides of A4 detailing your suitability for the role. Please submit via email to Jodie.allard@suffolkfa.com before 09:00 on **Wednesday 25th July, 2018**. Please include 'Private and Confidential IFDO Application' in the subject line. Successful candidates for interview will be informed by 5pm on Thursday 26th July. All interviews for the role will take place on **Thursday 9th August, 2018**.

The successful applicant will be required to work 37 hours per week which will include some evening and weekend work. The starting salary will be £22,000.

For an informal discussion on the role, please call Jodie Allard on 07432 735961.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Neal'.

Richard Neal

Chief Executive Officer

SUFFOLK COUNTY FOOTBALL ASSOCIATION LTD

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**DEVELOPING
GROWING AND
SUPPORTING
YOUR GAME**



Role Profile

Job Title:	Inclusive Football Development Officer		
Reports To:	Football Development Manager	Jobs Reporting into the Job Holder:	N/A
1. Job Purpose			
In accordance with the Suffolk FA Business Strategy 2018-21, inspire further enhancement in the provision of high quality football experiences across the county, especially for players with a disability and other identified demographics			
2. Principal Accountabilities/Responsibilities			
Key Responsibilities <ul style="list-style-type: none">• Work strategically to align current and future disability football provision, ensuring an integrated approach across the County FA, Local Premier League and English Football League Trust Club networks, alongside key partners from across disability health, education and community & voluntary sectors. These include Suffolk Sport, Inspire Suffolk, Suffolk County Council's Most Active County team, schools and Education, and Ipswich Town FC.• Achieve disability player numbers as included in the 2018-21 Suffolk FA Business Strategy and 2018-19 Operational Plan.• Retain and grow the number of affiliated disability football teams with a particular emphasis on the growth of youth and female teams within Charter Standard Club structures.• Strategically coordinate the delivery of a network of registered disability recreational football centres for males and females across all age groups.• 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.• Provide support and development direction to the Suffolk Ability Counts league and clubs.• Develop and support other leagues and clubs that are safe and inclusive of disabled participants through delivery of a programme of services ensuring modern, fit for purpose league and club structures are in place.• Deliver a comprehensive workforce plan that supports disability football across coaches, officials, volunteers and young leaders and is inclusive of disabled people.• Lead and deliver against the disability talent development programme within Suffolk.• Raise the profile of good news stories and the range of disability football opportunities across the pathway.• Contribute to the Suffolk FA team on collective projects and interventions to broaden the reach of football in the County amongst other identified key demographics.• Support the implementation of the RESPECT agenda across Suffolk football, including embedding Safeguarding policy and procedures, and equality within all areas of the role.• Contribute to the County FA achieving the Equality Standard.• Deputise for managers when required and appropriate.• To undertake other duties as reasonably requested.			

3. Person Specification	
a) Knowledge/Experience/Technical Skills	
<p style="text-align: center;">Essential:-</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge and understanding of football / disability football structures and development pathways at local, regional and national level • Knowledge and understanding of disability sport structures and development pathways at local, regional and national level • Knowledge of The FA's National Game Strategy • Commitment to sports equality and knowledge of the barriers facing underrepresented groups • Demonstrate a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice • Knowledge of relevant funding agencies <p>Experience</p> <ul style="list-style-type: none"> • Minimum 2 years practical experience of Sports / Football Development • Interest and passion for using football as a vehicle for individual development, social cohesion, and physical and mental health <p>Technical Skills</p> <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 within strict deadlines • Report writing • Excellent IT skills • Excellent communication skills using traditional, modern and emerging media • Experience of monitoring and evaluation of programmes • The ability to travel across the county 	<p style="text-align: center;">Desirable:-</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Educated to degree level • Sports development / other relevant qualification • Knowledge of the service providers that support people with a disability both Nationally and within the County FA locality • An understanding of the challenges associated with running disability football clubs and leagues <p>Experience</p> <ul style="list-style-type: none"> • Budget / resource management

b) Behaviours	c) Values
<ul style="list-style-type: none"> • Problem Solving • Relationship building • Project Management • Teamwork • Communicating • Leadership • Customer Excellence • Developing Self & Others 	<p>Suffolk FA commit to:</p> <ul style="list-style-type: none"> • Always <i>put the participant first</i> to ensure our game is <i>safe, inclusive</i> and <i>respectful</i> for all • Work <i>collaboratively</i> to strive for <i>excellence</i> • Operate with <i>integrity</i> and <i>transparency</i>

As this role involves direct access to young persons under the age of eighteen and adults at risk, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process that will include a Criminal Records Bureau Disclosure, to ensure their suitability for the role. Any candidates invited to interview will be sent an CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope.

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.