



# **Sussex County Football Association**

## **Development Officer (Women's Recreation)**

### **Recruitment Pack**



# Development Officer Vacancy

**The Sussex County FA is seeking to recruit a Development Officer (Women's Recreation) to carry out aspects of Women's Recreations Football Development within the organisation. A full role profile can be found below.**

To join the team and be successful, the individual must be able to demonstrate an understanding of the role on offer and how their expertise and experience will enable them to meet the essential and desirable criteria within the role. The interview panel must be convinced of the individual's passion, inspiration and professionalism for the role.

The successful applicant will report to the Development Manager and thereafter to the Chief Executive.

Applicants should be computer literate, ideally have a football interest though not essential, with presentation and communication skills capable of carrying out and implementing administration systems. The individual should also be able to work occasional evenings and weekends.

The Sussex County FA is committed to safeguarding children and adults at risk, and anyone working with us will be required to follow the Sussex County FA safeguarding policies.

Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## What can the Sussex County FA offer?

- An exciting opportunity to join a forward thinking, progressive business
- An exciting opportunity to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal development
- Access to FA Cup Final and England tickets at Wembley Stadium
- Workplace Pension Scheme
- Additional leave after 5, 10 years' service
- Long Service Awards for 10, 15, 20 years' service
- Employee Assistance Programme
- Free Nike Staff Uniform every year
- Multi Faith Prayer Room available
- Personal Development Budgets
- Additional time off over Christmas
- Health Scheme
- Personal Accident policy
- Flexible working hours

Hours of work are 35 hours worked flexibly across a week with occasional required evening and weekend working. The position will receive 20 days' annual leave as standard and a salary in the range of £23,500-£25,000 per annum, with a three-month probationary period.

If any questions arise about the role or clarity is required on the recruitment pack, please contact the Development Manager, Jade Harker via [Jade.Harker@SussexFA.com](mailto:Jade.Harker@SussexFA.com) or call 01903 753547 (#244).

**Closing date for applications is 2:00pm on Friday 30 September 2022, with an interview date of Thursday 20 October 2022.** Please note that we are unable to acknowledge receipt of applications.

## Disability Confident

The Sussex County FA prides its-self on being an employer who are committed to supporting candidates with disabilities throughout our recruitment and selection process. We have a dedicated team to support any employee with a disability. If you require any reasonable adjustments to support your application, please do not hesitate to get in touch.

## Equality Statement

The Sussex County believe that football belongs to, and should be enjoyed by, anyone who wants to participate in it. We are committed to promoting equality within the business in every aspect of its work and we encourage applicants from all backgrounds, cultures, beliefs, and experiences to apply for this role, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnership.



# Role Profile

<b>Job Title:</b>	Development Officer	<b>Reports To:</b>	Development Manager
<b>Direct Reports:</b>	None	<b>Starting Salary:</b>	£23,500 - £25,000 (dependent on experience)
<b>Contract Type:</b>	Fixed Term (Oct 2022 - 31 July 2025)	<b>Working Hours:</b>	35 hours per week flexible working pattern
<b>Location:</b>	Office/Home based; travel may be required as part of the role		

## Role Purpose:

- To support the delivery of The FA Grassroots Football Strategy, through the CFA Operational Plan and partnerships with key stakeholders

## Key Responsibilities:

### Women's Recreational Football

- Increase the number of females involved in women's recreational football through participation, coaching and refereeing
- Lead the Women Football Activator and Coaching Programme
- Strategically recruit, manage and retain Female FA Snickers Just Play Providers and support the volunteer workforce
- Develop a women's 5 a side recreational league
- Work with and support local FE/HE hubs to grow their recreational offer, through Futsal and Small Sided Football
- Develop and sustain programmes to support and grow adult women's recreational football, including Walking Football, Small Sided Football, Soccercise and Side-line mums
- Identify clubs without a female pathway to grow and retain female recreational sessions, creating a female-friendly club environment
- Ensure that female recreational football is inclusive, diverse and reflective of local communities.
- Ensure that female recreational football is included in all equality related participation events such as LGBTQ+ and Ramadan festivals
- Support the voice of the youth feedback plan, specifically listen to and consult with under-18 female recreational players on their experiences of grassroots football
- Promote activities by utilising the resources of Sport England's This Girl Can campaign
- Work closely with the County FA Women's Football Development Officer, to ensure local synergy and strategic alignment
- Utilise the women's online mapping tool to strategically develop the game across the County FA, identifying gaps in provision and opportunities for development

### General

- Always act to ensure the welfare and safeguarding of children and adults at risk is paramount in all decisions and actions taken
- Work alongside other functional units of the business (Operations and Safeguarding) to provide efficient, transparent and consistent level of service to customers
- Ensure customer enquiries are handled promptly and professionally in line with the Company values, policies and procedures
- Be an advocate of the brand, by compliance with policies, procedures and brand standards.
- Foster a culture of execution and passion for customer excellence.
- Promote all aspects of "the game" including youth, female, male and disability football partnerships.

### Partnerships

- Identify, develop and maintain key partnerships, both internal and external, to ensure delivery of the County plan.

### IT

- Understand and promote FA technology systems to help simplify administration of the game and support our football workforce Safeguarding and County Policies

### Safeguarding and County Policies

- Act in accordance with relevant legislation and the county's policies and procedures including:
  - The FA Safeguarding Operating Standards
  - Actively support the Sussex County FA's safeguarding plan, and the relevant requirements in-order to meet the Safeguarding Operating Standard
  - The County FA Health and Safety policy
  - The County FA Equal Opportunities policy
  - The County FA Standing Orders and Financial Regulations

Essential Skills:	Desirable Skills:
<ul style="list-style-type: none"> <li>• Experience of providing customer excellence</li> <li>• A working understanding and application of inclusion, equality, diversity, antidiscrimination, safeguarding and best practice.</li> <li>• Interest and passion for developing the grassroots game</li> <li>• Ability to work strategically with partner organisations</li> <li>• Ability to work independently and as part of a team</li> <li>• Excellent time management and prioritisation skills</li> <li>• Knowledge of the grassroots football infrastructure</li> <li>• Good all-round communication skills</li> <li>• Significant experience of using Microsoft Office including Word, Excel, PowerPoint, Teams, and Outlook</li> <li>• Budget Management Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of sports / football development</li> <li>• Knowledge of The FA Grassroots Football Strategy</li> <li>• Knowledge and understanding of working with volunteers</li> <li>• Project Management Skills</li> </ul>

The job holder will be expected to understand and work in accordance with the values and behaviours described below:	
FA Vale	Behaviours
PROGRESSIVE	<p>Embraces new thinking in pursuit of continuous improvement:</p> <ul style="list-style-type: none"> <li>• Identifies the need for, and actions change in direction, practice, policy or procedure</li> <li>• Questions the way things are done and takes informed risks</li> <li>• Continuously seeks to improve efficiency and performance</li> </ul>
RESPECTFUL	<p>Sets the standards for respectful behaviour across the game:</p> <ul style="list-style-type: none"> <li>• Maintains people's self-esteem when interacting with them</li> <li>• Avoids pre-judgement when listening to suggestions from others</li> <li>• Seizes the opportunity to apply FA standards at all times</li> </ul>
INCLUSIVE	<p>Champions and ensures that football is, and will remain, a game for everyone:</p> <ul style="list-style-type: none"> <li>• Openly collaborates with colleagues and partners in the game</li> <li>• Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>• Seeks out and embraces new ways of thinking and working</li> </ul>
DETERMINED	<p>Tenacious and accountable. Serving the whole game and doing the right thing:</p> <ul style="list-style-type: none"> <li>• Works relentlessly to overcome roadblocks or obstacles to achieve the goal</li> <li>• Remains focused on seeing agreed goals through to completion taking pride in their work</li> <li>• Maintains motivation for their team and themselves</li> </ul>
EXCELLENT	<p>The very best outcome achieved by sustained excellence in performance:</p> <ul style="list-style-type: none"> <li>• Seeks to achieve the highest levels of performance at all times</li> <li>• Persistent to achieve a standard that others consider impossible</li> <li>• Challenges others to go further and achieve more</li> </ul>

Enhanced DBS Check required?	Yes	Full driving licence?	Yes
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<b>Application number:</b> (Office use only)	
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# Application Form

Applications can be accompanied by a Curriculum Vitae (CV). The decision to invite you to attend for interview will be based on the information you provide on this form. The Sussex County FA is an Equal Opportunities Employer.

Position applied for:

**Personal details** (please complete in BLOCK CAPITALS)

First Names:  Surname:

Mr / Ms / Mrs or preferred title:  Are you over the age of 18?

Preferred Pronouns: she/her/hers - he/him/his - they/them/theirs - or other:

Address:

Post Code:  Email Address:

What is the best day and time to contact you?

What is the best number to contact you on?

Do you hold a full current driving licence?

Do you have an accepted FA DBS (Criminal Records Check)\*

\*If you do not hold an FA DBS, it may be a requirement for this to be completed before appointment.

**Education and training**

Please provide details of your education, qualifications and training that you have completed or are currently undertaking.

Dates	Details of School/College/Institution	Course or Qualification	Grade

(Please attach a continuation sheet if required)

**Employment and volunteering history**

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, your job title and brief details of your responsibilities. Also include salary and benefits package. Important: Include any breaks in employment.

Dates	Employers name/nature of business	Job title	Key Responsibilities	Salary/Benefits

*(Please attach a continuation sheet if required)*

**How do I meet the requirements of the role?**

Please outline the skills and experience that you have which are appropriate to demonstrate your suitability for the advertised role and how you would meet the essential and desirable knowledge, experience and skills required. Please include any paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. Please ensure you have read and fully understood the job advertisement and the role profile provided.

*(Please attach a continuation sheet if required)*

### Names and address of referees

Please give the name and address of two reference providers, one of which should be your current employer, or when not currently employed, your last employer (where possible). References will only be taken up upon successful application. Please note: Appointment to the role will not be approved until suitable references have been obtained and approved.

	First Referee	Second Referee
Name		
Address		
Postcode		
Telephone		
Email		
Relationship to you		

### Accessibility

Sussex County FA is committed to ensuring that all applicants can access the application and selection process for this role. Please details in the box below any adjustments you will require to be made to the selection process (including interviews) should your application be progressed to the next stage.

### Additional Information

Do you require a work permit or are there any restrictions on your ability to work in the UK?

If yes, please give further details:

If your application is successful:

What notice period would you have to provide your current employer?

What annual salary would be looking to obtain?

£

### Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

Signature:

Date:

**Please complete and return your application form before 2:00pm on Friday 30 September 2022.**

Either email your completed application to [Victoria.Windslow@SussexFA.com](mailto:Victoria.Windslow@SussexFA.com) or post it to the following address:

*Strictly Private & Confidential, Development Officer Vacancy, Vicki Windslow, Sussex County FA, Culver Road, Lancing, West Sussex, BN15 9AX.*

# DIVERSITY & INCLUSION DATA CAPTURE - SURVEY QUESTIONS

Sussex County FA is committed to Equality and Diversity and ensuring that it is fully representative of the community it serves. To assist us in monitoring the ethnicity of members, we would be grateful if you could complete the following survey form. All information detailed will be treated anonymously.

## Which of the following best describes your ethnic origin?

Please select the one answer which best describes you

### White

White British (English, Welsh, Scottish, Northern Irish)

White Irish

White Gypsy or Irish Traveller

Other White (please specify:)

### Mixed

White and Black Caribbean

White and Black African

White and Asian

Other Mixed / Multi-ethnic background (please specify:)

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### Asian or Asian British

Indian

British Indian

Pakistani

British Pakistani

Bangladeshi

British Bangladeshi

Chinese

British Chinese

Other Asian/Chinese background (please specify:)

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### Black or Black British

Caribbean

British Caribbean

African

British African

Other Black background (please specify:)

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### Arab

British Arab (English, Welsh, Scottish, Irish)

Other Arab background (please specify:)

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Other Ethnic Group (please specify:)

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Would rather not say

## Which of the following best describes your religious belief?

Please select one answer

No religion

Buddhism

Christianity

Hinduism

Islam

Jehovah Witnesses

Judaism

Mormonism

Sikhism

Prefer not to say

Other (please specify:)

## What best describes your sexual orientation?

Please select one answer

Gay/Lesbian

Heterosexual/Straight

Bi

Pan

Prefer not to say

Not known



**What best describes your gender identity?**

*Please select the responses that best describes you*

- |              |                          |                                     |                          |
|--------------|--------------------------|-------------------------------------|--------------------------|
| Female/Woman | <input type="checkbox"/> | Prefer not to say                   | <input type="checkbox"/> |
| Male/Man     | <input type="checkbox"/> | I use another term (please specify) | <input type="checkbox"/> |
| Non-Binary   | <input type="checkbox"/> | _____                               |                          |
| Agender      | <input type="checkbox"/> |                                     |                          |

**Do you have a trans history or does your gender differ from your sex assigned at birth?**

*Please select one answer*

- |                   |                          |
|-------------------|--------------------------|
| Yes               | <input type="checkbox"/> |
| No                | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> |

**Do you have any long-term health conditions, impairments or illnesses that have a substantial effect on your ability to do normal daily activities?**

*This could include, for example, physical, sensory, learning, social, behavioural or mental health conditions or impairments. Long-term means that they have lasted, or are expected to last, 12 months or more.*

- |                   |                          |
|-------------------|--------------------------|
| Yes               | <input type="checkbox"/> |
| No                | <input type="checkbox"/> |
| Don't know        | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> |

**How old are you?**

*Please select one answer*

- |                   |                          |
|-------------------|--------------------------|
| 16-17             | <input type="checkbox"/> |
| 18-24             | <input type="checkbox"/> |
| 25-34             | <input type="checkbox"/> |
| 35-44             | <input type="checkbox"/> |
| 45-54             | <input type="checkbox"/> |
| 55-64             | <input type="checkbox"/> |
| 65+               | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> |