



Sussex County Football Association

Development Officer (Male Pathway)

Recruitment Pack



Development Officer (Male Pathway) Vacancy

The Sussex County Football Association Limited is seeking to recruit a Development Officer (Male Pathway) to carry out the retention and development of all male football within the Sussex County Football Association.

This position will be responsible for delivery of the male affiliated and recreational pathway.

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 administrative systems. The individual should also be able to work occasional evenings and weekends.

We are committed to safeguarding children and adults at risk, and anyone working with us will be required to follow our 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
- 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 £21,000 - £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 or call 01903 753547 (#244).

Closing date for applications is 2:00pm on 28 March 2023, with an interview date of 6 April 2023.

Please note that we are unable to acknowledge receipt of applications.

Disability Confident

We pride ourselves 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

We 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

Job Title:	Development Officer (Male Pathway)	Reports To:	Development Manager
Direct Reports:	None	Starting Salary:	£21,000 - £25,000 (dependent on experience)
Contract Type:	Permanent	Working Hours:	35 hours per week flexible working pattern
Location:	Minimum of two days per week in office at Sussex County FA Headquarters in Lancing		

Role Purpose:

- To support the delivery of the FA National Game Strategy, through the County FA Operational Plan and partnerships with key stakeholders

Key Responsibilities:

Male Football

- Introduce, support and monitor Just Play Programmes to retain and grow participation in adult male recreational football
- Sustain and grow participation in affiliated adult male football
- Develop and grow male futsal provision
- Create a varied Adult Male Football offer in the County to counteract the decline in 11v11 Adult Male football. This will likely include:
 - Business Leagues
 - Small-Sided Football.
- Support all grassroots adult leagues to sustain and increase participation by reviewing and adapting existing league structures
- Support and build links with colleges and universities
- Support the planning and delivery of events focussed on Equality and Inclusion (FvH, Kick it Out, Refugee Football)
- Coordinate the male Walking Football Programme across Sussex so all participants' participation is recorded

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

CFA Values and Behaviours:

- **Progressive** - We embrace new thinking in the pursuit of continuous improvement
Innovation, Creative, Future thinking, Ground-breaking, Problem Solving, Challenge
- **Respectful** - We set the standards for respectful behaviour across the game
Maintaining Standards, Role modelling, Respecting others' opinions and values
- **Inclusive** - We champion and ensure that football is and will remain a game for everyone
Championing, Supporting, Including, Leading, Collaborative
- **Determined** - We are tenacious and accountable to each other in serving the whole game and doing the right thing
Driven, Stamina, Tenacious, Focused, Resilient
- **Excellent** - The very best outcome can only be achieved by sustained excellence in performance
Be the best you can be, striving for success, excelling, exceeding expectations

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



Application number: (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 as Development Officer (Male Pathway)?

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 28 March 2023.

Either email your completed application to Victoria.Windslow@SussexFA.com or post it to the following address:

Strictly Private & Confidential, Vicki Windslow, Development Officer Vacancy, 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:)

Asian or Asian British

Indian

British Indian

Pakistani

British Pakistani

Bangladeshi

British Bangladeshi

Chinese

British Chinese

Other Asian/Chinese background (please specify:)

Black or Black British

Caribbean

British Caribbean

African

British African

Other Black background (please specify:)

Arab

British Arab (English, Welsh, Scottish, Irish)

Other Arab background (please specify:)

Other Ethnic Group (please specify:)

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"/> |