



Sussex County Football Association

Football Development Officer

Recruitment Pack



Sussex County FA Football Development Officer

The Sussex County Football Association Limited is seeking to recruit a Football Development Officer to predominantly work in adult grassroots football. This position will lead strategic co-ordination of all adult grassroots football activities, including both affiliated and recreational football. The successful applicant will influence and support growth and retention of participation in accordance with Sussex County FA's strategy and operational plan, ensuring all targets are met. A general job description is attached.

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.

This pack provides the following to assist individuals in considering whether they have the relevant skills and attributes required for the role:

- 1.) The Role Advertisement
- 2.) The Role Profile
- 3.) How to apply - Application Form

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

Applicants should have knowledge and experience of sports/football development, an understanding of grassroots football and experience of working with volunteers in adult football. They should be computer literate, have a Football interest and background with presentation and communication skills.

They should be able to work occasional evenings and weekends. The Sussex County FA take the safeguarding and protection of children seriously and anyone working with us will be required to follow the County FA policy. Due to the nature of this post, the successful candidate may be required to undertake a Disclosure and Barring Service check through The FA Criminal Records Check process.

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
- A Workplace Pension Scheme
- A Personal Accident policy

Hours of work are 35 hours between 9am to 5pm Monday to Friday with occasional evening and weekend working. The position will receive 4 weeks annual holiday, a salary in the range of £22-24,000 p.a. 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: Paul.Saunders@SussexFA.com or 01903 766855.

Closing date for applications is: **12 noon on Thursday 14 March 2019, with an interview date to be confirmed.**

Sussex County Football Association Limited

Job Title:	Football Development Officer		
Reports To:	Development Manager	Responsible For:	N/A

1. Job Purpose

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

2. Principal Accountabilities/Responsibilities

- Introduce, support and monitor programmes to retain and grow participation in adult female and adult male grass roots football including:
 - FA Mars Just Play
 - Grow the Game
 - Retain the Game
- Sustain and grow participation in affiliated adult female and adult male football
- Support all grassroots adult leagues to sustain and increase participation
- Encourage adult clubs and leagues to achieve and maintain Charter Standard status
- Support leagues in the National League Programme through their league development plans
- Recruit, develop and retain club and league volunteers, including young leaders programme
- Support the recruitment and development of female and BAME coaches through FA Coach Education courses
- Identify and map current adult recreational football
- Identify, manage and develop relationships with key partners to meet objectives and targets of the Sussex FA
- Deliver The FA and McDonald’s Grassroots Awards
- Support and build links with colleges and universities
- Support Chichester Female High Performance Centre
- 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

3. Person Specification

Knowledge/Experience/Technical Skills/Behaviours

a) Knowledge/Experience/Technical Skills

Essential:-

- Interest and passion for adult football.
- Ability to work strategically with partner organisations to plan and deliver football programmes.
- Project management skills and experience – to plan, set and achieve objectives within deadlines.
- Experience of monitoring and evaluating programmes.
- An ability to engage with both the paid and volunteer workforce.
- Experience of sports/football development.
- Knowledge of the grassroots football infrastructure.
- Experience of influencing volunteers.
- Experience of safeguarding in sport.
- Experience of providing customer excellence.
- Good all round communication skills.
- Significant experience of using Microsoft Office including Word, Excel, PowerPoint and Outlook.

Essential continued:-

Desirable:-

- Knowledge of The FA’s National Game Strategy.
- Knowledge of FA Rules and Regulations.

- | | |
|--|--|
| <ul style="list-style-type: none">▪ A working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice.▪ Driving Licence. | |
|--|--|

b) Behaviours	
----------------------	--

- | | |
|---|--|
| <ul style="list-style-type: none">• Problem Solving• Teamwork• Communicating• Delivery to meet Deadlines• Customer Excellence• Developing Self | |
|---|--|

Application Form

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?

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 & 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.

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 Football Development Officer?

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. In your application please ensure you have read and fully understand the job advertisement and the role description provided.

Continued...

Names and address of Referees

Please give the name and address of two referees, one being your most recent employer

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

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 12 noon on Thursday 14 March 2019.

Either email: Paul.Saunders@sussexfa.com or post and address as follows:

*Strictly Private & Confidential
Paul Saunders, Development Manager
Sussex County FA
Culver Road
Lancing
West Sussex
BN15 9AX*

The FA's Equality and Diversity Monitoring Form

The 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 monitoring form. All information detailed will be treated anonymously. Please return this form under separate cover.

SEX AND GENDER

Male Female

Have you ever been identified as Transgender? Yes No Prefer not to say

AGE

16 – 20 21 – 30 31 – 40 41 – 50 51 – 60 61+

ETHNICITY

Indicate in the appropriate box your ethnic background. Ethnic categories are not about nationality, place of birth or citizenship they are about the group to which you feel you belong to. The descriptions below are from the 2011 census.

White

British English Scottish Welsh Irish Gypsy or Irish Traveller
Any other white background

Mixed

White & Black Caribbean White & Black African White & Asian Mixed background
Mixed other background

Asian

British-Indian Indian British-Pakistani Pakistani British-Bangladeshi
Bangladeshi British-Chinese Chinese Any other Asian background

Black

Black Caribbean Caribbean British African African British Other
Any other Black background

Other Background

Other Prefer not to disclose my ethnic origin

DISABILITY

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome). Some people including those with cancer, multiple sclerosis and HIV / AIDS are automatically protected as disabled people by the Act.

Do you consider that you meet this definition?

Yes No

If you have indicated yes, please indicate the impairment(s) that you feel applies to you:

Blind / partially sighted Deaf / hard of hearing Physical disability Learning disability
Communication barriers Experience of mental and emotional distress
Prefer not to say

RELIGION OR BELIEF

How would you describe the religion to which you feel you belong?

- Christian Buddhist Hindu Jewish Muslim Mormon Sikh
Jehovah's Witnesses Atheist No Religion / Faith Other faith background
Prefer not to say

SEXUAL ORIENTATION

Which of the following options best describe how you think of yourself?

- Heterosexual / Straight Gay Man Gay Woman / Lesbian Bisexual Other
Prefer not to say

OTHER

Please provide details of any other aspects of equality / diversity you feel are relevant: