



WORCESTERSHIRE FOOTBALL



FOOTBALL DEVELOPMENT OFFICER

RECRUITMENT PACK

WORCESTERSHIRE FA

FOOTBALL DEVELOPMENT OFFICER



Job Title:	Football Development Officer
Location:	County Sports Ground, Claines Lane, Worcester, WR3 7SS
Closing Date:	9:00am on Monday 6 th February 2023
Contract Type:	Permanent (post continuation subject to funding)
Salary:	£22,000 per annum plus bonus scheme to be discussed with successful applicant
Working Hours:	37.5 hours per week (including some evenings and weekends)

ABOUT WORCESTERSHIRE FA

We govern, administer and develop football across Worcestershire and have been doing that since 1893. We work alongside our clubs, leagues, players, coaches and referees to enhance the game for everyone.

A BIT ABOUT THE ROLE

Worcestershire FA is looking for a committed, enthusiastic and flexible individual to support the delivery of our strategy. Working as part of the Development Team, the successful applicant will lead on Facility development plus Adult Male participation and development across the Worcestershire FA area.

You will work to implement the National Football Facilities Strategy to improve Grass Pitches, 3G Football Turf Pitches, Changing Rooms/Pavilions and Small-Sided Spaces.

The role will also require the ability to influence and support the growth of Adult Male football within the County, as well as other Key Performance Indicators (KPIs) detailed within Worcestershire FA's operational plan.

EQUALITY AND DIVERSITY

Worcestershire FA is committed to, and values, the principles of diversity, equality and inclusion. We strive to provide an inclusive and supportive working environment where all our team feel respected and supported in fulfilling their potential. We encourage and welcome applications from all, regardless of background and are particularly interested to hear from individuals belonging to traditionally under-represented groups.

We will ensure that recruitment decisions will be based on merit with a focus solely on the skills and experience required for the job. Should you need any reasonable adjustments to the recruitment process, at either application or interview stage, please contact us directly via support@worcestershirefa.com



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ROLE PROFILE



PURPOSE

- ✓ To support delivery of The FA Grassroots Football Strategy and the Worcestershire FA Business Strategy.
- ✓ To work towards every affiliated football fixture being played on a 'good' quality pitch.
- ✓ To understand and identify key projects from the Local Football Facility Plan (LFFP).
- ✓ To implement Worcestershire FA's strategy to support Adult Male participation.
- ✓ To contribute to the effective implementation of The FA's Safeguarding 365 protocol for County FAs.
- ✓ To support the adoption and use of FA technology systems throughout grassroots football.

RESPONSIBILITIES

- Track the quality and quantity of football pitches and ground locations for affiliated fixtures, working towards every affiliated football fixture being played on a 'good' quality pitch.
- Lead on facility projects, ensuring they align with the LFFP and ensuring new facilities offer 'equal access for girls'.
- Oversee a database of funding sources for clubs and leagues.
- Support the Football Foundation with a pipeline of projects and timely responses to planning applications.
- Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework and the FA's Grassroots Football Strategy, delivering support days to each Football Foundation applicant.
- Ensure each local authority has an up-to-date Playing Pitch Strategy (PPS) and work with the Football Foundation on the LFFP refresh.
- Activate grass pitch and smaller projects from LFFP to generate enough demand and deliver against Football Foundation spend targets.
- Promote The FA technical guidance documents to local authorities, clubs, leagues, schools and other facility providers.
- Collate and analyse data to determine Adult Male participation.
- Work with all Adult Male leagues to improve sustainability.
- Work with clubs to ensure Adult Male football maintains/exceeds current participation levels.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (Pitch Power, Hive Groundskeepers Community, FA Events, Whole Game System, Matchday app and Full-Time).
- Collaborate with the Designated Safeguarding Officer in all matters involving under 18s and adults at risk within all projects to ensure that requisite safeguarding responsibility and accountabilities for all parties are met.
- Ensure all planning, monitoring and delivery is completed in line with the county operational plan.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Worcestershire FA and grassroots football.
- Execute additional tasks as required to meet Worcestershire FA's changing priorities.

WHAT WE ARE LOOKING FOR



QUALIFICATIONS AND EXPERIENCE

Essential:

- ✓ Degree level qualification or equivalent experience

Desirable:

- Qualification in sports development or similar

SKILLS

Essential

- ✓ 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.
- ✓ Good problem-solving and decision-making skills.
- ✓ Good communication and presentation skills.
- ✓ Exceptional customer service.
- ✓ An understanding of budget management.
- ✓ Report writing skills and the capability to create multiple reports, budgets and plan.
- ✓ Ability to use data to monitor and evaluate programmes.

Desirable

- Able to develop networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.
- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.

KNOWLEDGE

Essential

- ✓ Practical experience of sports/football/facility development.
- ✓ Understanding of Adult Male football in the local area.
- ✓ Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- ✓ Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

Desirable

- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.
- Previous experience of developing capital sports projects.
- Previous experience of successfully applying for funding for a project.
- Previous experience of advising for a project in a team environment.

Enhanced DBS Check required? YES

Clean, full driving licence required? YES



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HOW TO APPLY



To apply for this role, please send a copy of your CV and a covering letter **explaining in detail how you are suited to the role** **for the position** of Football Development Officer at Worcestershire FA. Your email should be marked 'Private & Confidential – Football Development Officer Application' and sent to support@worcestershirefa.com

The **closing date** for applications is **9:00am on Monday 6th February 2023**.

Interviews will be held on **Thursday 9th and Friday 10th February 2023**.

Due to the volume of applications received for most roles, we will only contact candidates if they are shortlisted for interview. If you do not hear from us within five days of the closing date, you should assume your application has not been successful. We aim to provide feedback to shortlisted candidates who are unsuccessful at interview. However, due to the volume of applications received for most roles, we will unfortunately not provide feedback to those candidates who are not shortlisted for interview.

If you have any questions about the role, please email support@worcestershirefa.com for an informal discussion.

WHAT WE CAN OFFER

As well as your salary, you will get 20 days holiday (plus bank holidays and three company discretionary days), free on-site car parking (including electric vehicles), full staff kit package and the opportunity to attend matches across Worcestershire (with prior notice).

You will get the chance to work with our nationally recognised leaders and help us to improve the work we do. You'll be part of a forward thinking and progressive County FA with a career in football at the local governing body of the grassroots game. There will be opportunities to progress your career across the County FA Network throughout England and at The FA with access to high-quality training, networking and personal development opportunities.

SAFEGUARDING

We are committed to safeguarding children and adults at risk. 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 the information provided. The successful candidate will also be required to undertake a safeguarding induction and safeguarding training as outlined by the FA.

SOCIAL MEDIA

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GOOD LUCK!



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