



**FOOTBALL DEVELOPMENT OFFICER**

**RECRUITMENT PACK**



# WORCESTERSHIRE FA

## FOOTBALL DEVELOPMENT OFFICER



<b>Job Title:</b>	Football Development Officer
<b>Location:</b>	County Sports Ground, Claines Lane, Worcester, WR3 7SS
<b>Closing Date:</b>	9:00am on Friday 23 September 2022
<b>Contract Type:</b>	Permanent (post continuation subject to funding)
<b>Salary:</b>	£22,000 per annum plus benefits package
<b>Working Hours:</b>	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 be able to demonstrate the required knowledge, experience and values to successfully lead on Women's & Girls participation and development across the Worcestershire FA area. In addition, the role will lead the planning and delivery of the County FA's Coach Education offer and have input to a variety of projects with other members of the team.

The role will require the ability to influence and support the growth of the female football and Coach Education 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 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](mailto:support@worcestershirefa.com)

# ROLE PROFILE



## PURPOSE

- ✓ To support delivery of The FA National Game Strategy and the Business Strategy for Worcestershire FA.
- ✓ To lead all aspects of our work to enhance female football provision.
- ✓ To plan, organise and support the delivery of Coach Education.
- ✓ To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.
- ✓ To support the adoption of FA technology systems across grassroots football.
- ✓ To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

## RESPONSIBILITIES

- Work strategically to align current and future female football provision, ensuring an integrated approach across the County FA as well as alongside key partners from across the female community & voluntary sectors.
- Achieve KPI targets as laid out in the operational plan for the female game and coach education sectors, as agreed with your Line Manager.
- Retain and grow the number of affiliated female teams in accordance with the England Football Accreditation structures.
- Lead on planning and implementing Worcestershire FA's Coach Education offer as agreed with your Line Manager.
- Liaise and support FA Coach Development staff and FA Coach Mentors to ensure the newly structured FA Coaching qualifications pathway, CPD offers and targeted coach support through mentoring are in place for Worcestershire to enhance the opportunities of Coach Education.
- Work with the Facilities Lead in supporting female inclusion on all new 3G projects.
- Strategically coordinate the delivery of registered Girls' Wildcats centres and equivalent programmes.
- Work closely with the Disability and Inclusion Development Officer to ensure practices and programmes are carefully considered and inclusive for all.
- Develop and support leagues with their female offer to ensure their delivery is safe and inclusive through a programme of services that are modern, fit for purpose and have robust club and league structures in place.
- Raise the profile of the female game within the Worcestershire FA remit and work closely with key stakeholders in pursuit of this aim.
- Work to achieve any and all other remits which will be agreed with your Line Manager. To be reviewed annually to comply with the operational plan.
- You will be expected to work alongside the whole Development Team which may include supporting other events outside of your key responsibility areas.
- Ensure compliance with Worcestershire FA's health and safety policies and procedures.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Club Portal, 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 the specified work remit.
- Contribute to ensuring that safeguarding and equality are embedded throughout 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:

- ✓ A degree level qualification or equivalent experience

### Desirable:

- A qualification in sports development or similar

## SKILLS

### Essential

- ✓ 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 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.
- ✓ Good Report-writing skills and the capability to create multiple reports, budgets and plan.
- ✓ Ability to use data to monitor and evaluate programmes.

### Desirable

- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.

## KNOWLEDGE

### Essential

- ✓ Practical experience of sports / football / facility development.
- ✓ Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- ✓ Knowledge of The FA coaching qualification framework.
- ✓ Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

### Desirable

- Knowledge of The FA's Grassroots Football Strategy and the National Facility Strategy
- Experience of project management.
- Knowledge and understanding of working with volunteers.
- An understanding of The FAs Coach Education programme
- A working knowledge of England Football Accreditation
- A good understanding of Female football

# 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 suitable 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](mailto:support@worcestershirefa.com)

The **closing date** for applications is **9:00am on Friday 23<sup>rd</sup> September 2022**.

**Interviews** will be held in the **week commencing Monday 26<sup>th</sup> September 2022**.

*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 contact [martin.collier@worcestershirefa.com](mailto:martin.collier@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

You can keep up to date with our social media channels by clicking the links below.

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## GOOD LUCK!

