



RECRUITMENT PACK

EQUAL GAME AMBASSADOR

OUR VALUES



INTEGRITY

We strive to be professional in all we do, are fair, honest, reliable and accountable.



PASSIONATE

We are committed, hard-working and enthusiastic in delivering football opportunities, for all the enjoyment and benefits it brings to the participants.



RESPECTFUL

We will work collaboratively, with empathy and humility, driving equality and diversity to develop football for all and ensure all those who wish to be involved are supported and encouraged.



COMMUNITY AND CUSTOMER FOCUSED

We are committed to developing our services based on the needs of our communities and individual customers.



CONTINUOUS IMPROVEMENT

We are innovative and creative in seeking to deliver high quality service, reviewing our work to improve exciting and explore new ways of delivering football.



Job Description and Person Specification

EQUALITY AND DIVERSITY

We would encourage all applicants to complete our voluntary Equality & Diversity Monitoring Form, via this [link](#), as part of the application process. The data we collect will be anonymous and confidential and will not be stored or linked to your application in any way.

Job title	Equal Game Ambassador
Reports to	Senior Football Development Officer

Job purpose(s)	
<ul style="list-style-type: none">Support grassroots football clubs to apply their learnings from the Equal Game Training and build their own Equal Game Action Plan; creating more accessible opportunities for women and girls.	
Direct reports	N/A

Location	Bedfordshire Football Association Head Office – Skimpot Road, Dunstable
Working hours	50 hours per contract. Hours of work will vary and may include evenings and weekends
Contract type	Casual Worker

Responsibilities
<ul style="list-style-type: none">Attend one of the 'Train the Trainer' course dates as and when they are made available.Work with County FA Leads to collaboratively deliver the local 'Equal Game' Training.Work with England Football Accredited clubs following their completion of the 'Equal Game Training' to support in the creation of a bespoke female football game plan. This outlines new club-based opportunities for female players which may include new playing provisions, coaching development, volunteering roles, and creating safe environments.Support with engagement at every level of the club to maximise and sustain these opportunities for female players.Signpost and help clubs access relevant support including funding and coach development opportunities via the County FA, and FA Women & Girls Coach Development network.Support clubs to build and sustain relationships with relevant local partners such as charitable organisations, educational establishments, alongside other key partners to promote the new opportunities.Collaborate with County FA staff, national FA staff, FA Women & Girls Coach Mentors, FA Women & Girls Community Champions, external partners, and wider members of the grassroots delivery team workforce.Maintain records of the support being provided to grassroots clubs with the aim of providing clarity on work programmes, development opportunities and sharing of good practice.

Person specification	
Qualifications	
<p>Essential</p> <ul style="list-style-type: none"> • Can demonstrate a history of success in developing female grassroots football opportunities and/or an experienced sports development professional. • Experience of facilitating and engaging with volunteers. • Experience of engaging with external partners and stakeholders. 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience of volunteering within a grassroots football club as a Committee Member. • Experience of mentoring others. • Experience of accessing external funding.
Knowledge, skills and behaviours	
<p>Essential</p> <ul style="list-style-type: none"> • Ability to build trust and develop effective working relationships within England Football Accredited Clubs. • Ability to deliver practical support sessions to a range of club Volunteers. • Understanding of how an England Football Accredited Club operates. • An advocate for female football with an understanding of the challenges and barriers that both players and volunteers can face. • Commitment to attend additional training provided as part of this programme. • Flexible in approach with willingness to work evenings and weekends, as well as travel across the County. • IT proficient- confident with setting up and actively taking part in online meetings. 	<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of The FA's strategy for Women & Girls Football; Inspiring Positive Change. • Knowledge of the England Football Accreditation Framework and the existing support and resources available to Accredited Clubs.
<p>Enhanced DBS Check required?</p>	<p>The CFA is 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 information provided</p>
<p>Clean, full driving licence?</p>	<p>Yes</p>

The job holder will be expected to understand and work in accordance with the below values/behaviours:

Bedfordshire FA Values	Behaviours
INTEGRITY	Strive to be professional in all we do, are fair, honest, reliable, and accountable.
PASSION	Committed, hard-working and enthusiastic in delivering football opportunities, for all the enjoyment and benefits it brings to the participants.
RESPECTFUL	Work collaboratively with empathy and humility, driving equality and diversity to develop football for all and ensure all those who wish to be involved are supported and encouraged.
COMMUNITY AND CUSTOMER FOCUSED	Committed to developing our service based on the needs of our communities and individual customers.
CONTINUOUS IMPROVEMENT	Innovative and creative in seeking to deliver a high-quality service, reviewing our work to improve and explore new ways of delivering football.

Job description authorised by:

Alan Young, Chief Executive Officer

Date signed:

02/09/2024

HOW TO APPLY

Please submit your application by completing the online Smartsheet application form via this [Application Link](#).

We would also be very grateful if you can please complete our voluntary Equality & Diversity Monitoring Form, as detailed on page 2, upon submission of your application via this [link](#).

The **closing date** for applications is 5pm on **Tuesday 17th September 2024**.

If successful, applicants will be invited for an **In-Person Interview** (at a mutually agreed day/time) which will be conducted during the **week beginning 23rd September 2024**.

2 references will be required before the appointment of the role.

Due to the volume of applications received for most roles, we may only be able to contact candidates if they are shortlisted for an interview. If you do not hear from us within five days of the closing date, you should assume your application has not been successful.

If you have any questions about the role, please contact Marc.DiCarlo@BedfordshireFA.com

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.