



**FOOTBALL DEVELOPMENT
SUPPORT OFFICER**

RECRUITMENT PACK

OUR VALUES



INCLUSIVE

**CHAMPIONING AND ENSURING THAT FOOTBALL
IS AVAILABLE AND SAFE FOR EVERYONE**



PROGRESSIVE

**COMMITTED TO CONTINUOUSLY IMPROVE
AND BE TRANSFORMATIONAL IN WHAT WE DO**



RESPECTFUL

**SET THE STANDARDS FOR RESPECTFUL
BEHAVIOUR ACROSS THE GAME**

CHESHIRE FA

FOOTBALL DEVELOPMENT SUPPORT OFFICER



Job Title:	Football Development Support Officer
Location:	Hartford House, Hartford Moss Recreation Centre, Northwich, CW8 4BG
Closing Date:	Friday 21st October 2022
Interview Date:	Tuesday 1st November 2022
Contract Type:	Permanent, full-time (35 hours per week)
Salary:	£20,000 per annum
Start Date:	November 2022

A BIT ABOUT US

We govern Football across Cheshire and have been doing that since 1878. Now, we are changing our approach to put our clubs, leagues, players, coaches and referees at the forefront of our thinking. These are our volunteers. These are our people. We help to grow the game in Cheshire and develop each and every area of Football.

A BIT ABOUT THE ROLE

Cheshire FA are looking for an enthusiastic and committed individual to provide support in delivering the Business Strategy, Key Performance Indicators (KPI), Football Development Team initiatives and supporting our Customer Excellence offer.

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. The data helps Cheshire FA to build a more accurate picture of the diversity of the people applying to join the organisation, and to then monitor progress in this area. The link to complete this is in the application form. You can also read our Equality Policy, [here](#).

Data will be held in accordance with the Data Protection Act 2018 and Cheshire FA's [Privacy Policy](#).

Cheshire 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 including individuals from minoritised communities, all genders identities, individuals with a disability and LGBTQI+ individuals, people of faith and people of all ages. If you are an applicant with a disability who meets the essential requirements of the job, we will interview you.

Cheshire FA are committed to ensuring recruitment decisions will be based on merit with a focus solely on the skills and experience required for the job. Diversity monitoring data will not be used for selection purposes, but will be used to help ensure that policies, practices and procedures promote equality of opportunity.

Should you need any reasonable adjustments to the recruitment process, at either application or interview stage, please contact us directly via HR@CheshireFA.com



INCLUSIVE

CHAMPIONING AND ENSURING THAT FOOTBALL IS AVAILABLE AND SAFE FOR EVERYONE



PROGRESSIVE

COMMITTED TO CONTINUOUSLY IMPROVE AND BE TRANSFORMATIONAL IN WHAT WE DO



RESPECTFUL

SET THE STANDARDS FOR RESPECTFUL BEHAVIOUR ACROSS THE GAME



ROLE PROFILE

Reports to: Football Development Manager

Purpose:

- To support delivery of The FA National Game Strategy and the CCFA Business Strategy.
- To provide operational support to the delivery of the Football Development Team's projects.
- 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

- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Provide customer excellence and query management in the timely response to telephone, email and face-to-face enquiries from CCFA stakeholders and customers.
- Create and design marketing assets for use across social media channels, CCFA's website and for CCFA events/projects.
- Support the Football Development Team with the creation and delivery of development projects across the Male, Female and Disability pathways.
- Support the Referee Development Team with a variety of projects, including the administration of courses and CPD events.
- Provide administrative support across the business as required.
- Support the administration and co-ordination of Cheshire FA's Coach Development offer.
- Support with the co-ordination of CCFA events both on and off-site.
- Contribute to ensuring that safeguarding and equality are embedded throughout CCFA and grassroots football.
- Gain more FA-accredited leagues and clubs (England Accredited) and deliver a programme of services to clubs and leagues.
- Support the league and club accreditation (England Accreditation) renewal process and ensure safeguarding requirements are met.
- Execute tasks as required to meet CCFA changing priorities.



WHAT WE'RE LOOKING FOR



Qualifications:

Essential

- Educated to A Level or equivalent.

Desirable

- A qualification in Business/Office Administration
- 2 years of Administrative experience

Skills & Abilities

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 be pro-active, work independently and as part of a team
- Excellent time management and prioritisation skills
- Excellent problem solving and decision-making skills
- Outstanding communication and presentation skills
- Ability to create and design marketing assets
- Ability to use Microsoft Office effectively (Word, Excel, Power Point).

Desirable

- Front-facing customer service experience
- Experience of dealing with a variety of customer queries via email, telephone and face-to-face



Knowledge & Experience

Essential

- 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

- Knowledge of grassroots football governance and regulation
- Knowledge of The FA's National Game Strategy
- Knowledge and understanding of working with volunteers
- Knowledge of FA Technology Systems (WholeGame, Matchday, Full-Time)

Enhanced DBS Check required? YES

Clean, full driving licence? YES

Eligible to work in the UK? YES



HOW TO APPLY

Please submit your CV and Application Form, outlining how you meet the Role Profile and 'What we are looking for' criteria, by either email or post to:

- Chris Barrow, Football Development Manager at Cheshire FA via HR@CheshireFA.com
- Postal applications are to be addressed; Strictly Private and Confidential, for the attention of Chris Barrow, Football Development Manager, Cheshire FA, Hartford House, Moss Farm Recreation Centre, Northwich, Cheshire, CW8 4BG.

We would also be very grateful if you can please complete our voluntary Equality & Diversity Monitoring Form, as detailed on page 1, upon submission of your application via this [link](#).

The **closing date** for applications is **FRIDAY 21st OCTOBER 2022**

Due to the volume of applications received for most roles, we may only be able to 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 Chris.Barrow@CheshireFA.com for an informal discussion.

WHAT WE CAN OFFER

- 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.
- A career in football with the local governing body of the grassroots game here in the heart of Cheshire
- Opportunities to progress your career across the County FA Network throughout England and at The FA
- 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.

GOOD LUCK!



FOLLOW US ON SOCIAL MEDIA



@Cheshire_FA



@cheshirefa



@cheshirefa



@cheshirefa



@cheshire-football-association



CheshireFA.com
Keep up to date