

DISABILITY FOOTBALL AMBASSADOR

RECRUITMENT PACK



**DURHAM COUNTY
FOOTBALL
ASSOCIATION
LIMITED**



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WHO ARE DURHAM COUNTY FA?

We are the home of grassroots football from South of the River Tyne to North of the River Tees and across to the Cumberland borders and we are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation, Durham County FA is the home of grassroots football within our boundaries.

We are the guardian of the national game in our area.

We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our area which is steeped in football tradition and history across all levels of the game.

***“FOR A BETTER GRASSROOTS GAME
WITHIN DURHAM COUNTY FA
BOUNDARIES”***



INDIVIDUAL ROLE PROFILE

DISABILITY FOOTBALL AMBASSADOR

Commitment:

This is a Casual Contract role of 50 hours working with Durham County FA, working at the Durham County FA Offices, Riverside South, Chester le Street, DH3 3QR.

Durham County FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply.

Role Title: Disability Football Ambassador

Reports to: County Development Manager

Role Purpose:

Durham County FA is looking for an enthusiastic and experienced individual with a passion for grassroots disability football to join our team. The successful candidate will be responsible for driving support 2 and 3 star England Accredited Clubs to apply the key learnings from the Disability Club Training to create their own Disability Football Game Plan. Support the club to implement this Game plan to provide more club-based opportunities for disabled people to play, coach and/or volunteer.

RESPONSIBILITIES

- Must be able to attend the Disability Toolkit Workshop for Clubs on Monday 18th March 2024 at Durham Cricket Seat Unique , Riverside, Chester le Street. DH3 3QR- 6.30-9.30pm
- Engage with selected 2 and 3-star England Football Accredited clubs following their completion of the Disability Friendly Club Training, to support in the creation of a bespoke disability game plan which will outline new club-based opportunities for disabled people which may include new playing provisions, coaching opportunities, and/or volunteering roles.
- Drive engagement at every level of clubs to maximise and sustain these opportunities for disabled people.
- Support clubs to build and sustain relationships with relevant local partners such as charitable organisations, disability support groups, educational establishments, alongside other key partners to promote the new opportunities.
- Help clubs access relevant support including funding and coach development opportunities with support from the County FA.
- To collaborate with County FA staff, National FA staff, disability football coach mentors, 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.



APPLICATION PROCESS

To apply, please complete the following application form and equality and diversity monitoring form.

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact Kerry.Topping@DurhamFA.com to discuss.

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged to take place at the offices of Durham County FA.

Durham County FA is committed to equality, diversity, and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

Disability Football is at the Heart of What we do!

Durham County FA is committed to ensuring that Disability Football is accessible to all within the County.

To be successful in this role you will be required to ensure that you are committed to completing any training that is deemed a requirement by Durham County FA or The FA.

KEY INFORMATION:

- **The closing date for applications is noon on Friday 16th February 2024**
- **The date for interviews will be Monday 26th February 2024**
- **Start date expected Monday 11th March 2024 or sooner**

Salary: £25 (per hour)

Hours: 50 hours per contract

Location: Remote (Travel as required by the County FA)

There is no probationary period with this role

PERSON SPECIFICATION

EXPERIENCE:

ESSENTIAL SKILLS:

- Can demonstrate a history of success in developing disability grassroots football opportunities.
- Experience of facilitating and engaging with volunteers.
- Experience of engaging with external partners and stakeholders.
- website and social media management

DESIRABLE SKILLS:

- 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

ESSENTIAL:

- 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 disability 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.
- Proficient IT skills in Microsoft Office with experience in organising and leading virtual meetings.
- Flexible in approach with willingness to work evenings and weekends, as well as travel across the County.

DESIRABLE:

- Knowledge of The FA's Gameplan for Disability Football; Football Your Way.
- Knowledge of the England Football Accreditation Framework.
- Knowledge of existing support measures available to England Football Accredited Clubs.
- Own transport

APPLICATION FORM

DISABILITY FOOTBALL AMBASSADOR:



Please return this completed application form and completed equality monitoring form to Kerry.Topping@DurhamFA.com no later than noon on Friday 16TH February 2024. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, 'Disability Football Ambassador application', Durham County FA, Riverside South, Chester le Street, County Durham, DH3 3QR.

Your application can be accompanied by a CV if you wish. The decision to invite you to attend for interview will be based on the information you provide on this form. Durham County FA is an Equal Opportunities Employer.

Title	
First Name(s)	
Last Name(s)	

Street Address	
City	
County	
Post Code	

FA Number (if known)	
Email Address	
Phone Number	

Do you have a full current driving licence?

YES NO *(delete as appropriate)*

Do you have access to your own personal transport?

YES NO *(delete as appropriate)*

Do you currently have an in-date FA Enhanced Criminal Records Check?

YES NO *(delete as appropriate)*

An up to date and accepted FA Enhanced Criminal Records Check will be required before starting this role

Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974? (You do not need to declare anything that is deemed 'spent')

YES NO *(delete as appropriate)*



EDUCATION & TRAINING

Please provide details of your education, qualifications, and training that you have completed or are currently undertaking.

Dates	Place of Learning	Course or Qualification	Grade

EMPLOYMENT & VOLUNTEERING

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work.

Dates	Employers Name	Job Title	Key Responsibilities/Achievements

INTERESTS, HOBBIES & LIVED EXPERIENCE

Please tell us about any interests, regular hobbies, lived experience you have that complement the skills and knowledge required in this role.

Interest / Hobby / Lived Experience	How does this support your application?

MEMBERSHIP OF PROFESSIONAL BODIES

Please list any professional bodies that you are a member of.

Membership Bodies	Membership Type



HOW I MEET THE REQUIREMENTS DISABILITY FOOTBALL AMBASSADOR

Please explain why you think you are well suited to meet the purpose of this role. (5000 characters)

(Please make sure to include any specific knowledge, paid work, voluntary work, or lived experience that demonstrates your skills relevant to this role.)



Please detail your experience in working within Disability Football (2500 characters)

Please describe your experience of working with relevant partners and organisations that you feel would be beneficial to the role. (2500 characters)

Please explain your experience writing reports, and your ability to use data and insight to drive tactical plans? (2500 characters)



DURHAM COUNTY FA VALUES ARE:

PRIDE In what we do, why we do it and who we represent.

HONESTY In our actions and our intentions

INTEGRITY In our approach and consistent in our decisions

PROFESSIONAL In our manner, on what we deliver and how we want to be perceived

How do you meet these values of Durham County FA?

Durham County FA's culture and organisational structure is built on the four principal core values. Please provide evidential information and experiences of how you best demonstrate Durham County FA's four core values.



ADDITIONAL INFORMATION

Durham County FA are committed to equality, diversity, and inclusion. Under the Equality Act 2010, Durham County FA are happy to complete any reasonable adjustments required by applicants with additional needs.

Please detail any adjustments you require to be made if you are invited to interview.

If your application is successful, what notice period would you have to provide your current employer?

Do you currently have any holidays planned and if so what are the dates?



REFERENCES

Please provide details of two referees below. Personal references are accepted when no professional or academic reference is available.

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

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

The closing date for applications is noon on **Friday 16TH February 2024**

To apply please email a completed application form and covering letter marked '**Disability Football Ambassador Application**' to Kerry.Topping@DurhamFA.com or post to Durham County FA Office, Riverside South, Chester le Street, County Durham. DH3 3QR marked 'Private and Confidential "**Disability Football Ambassador Application**"'



EQUALITY AND DIVERSITY MONITORING FORM

Durham County Football Association Limited wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

Please be assured that any information disclosed on this form will not be shared with the recruitment panel for the role you are applying for and will be used only by the Equality and Diversity Lead Officer to store and process anonymised diversity data for the purpose of ensuring equality of opportunity.

Gender Man ☐ Woman ☐ Intersex ☐ Non-binary ☐ Prefer not to say ☐

If you prefer to use your own term, please specify here:

Are you married or in a civil partnership? Yes ☐ No ☐ Prefer not to say ☐

Age 16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐ 50-54 ☐
55-59 ☐ 60-64 ☐ 65+ ☐ Prefer not to say ☐

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐
British ☐ Gypsy or Irish Traveller ☐ Prefer not to say ☐

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Prefer not to say ☐

Any other mixed background, please write in:

Asian/Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab ☐ Prefer not to say ☐

Any other ethnic group, please write in:



Do you consider yourself to have a disability or health condition?

Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your ability to give your best at work?

Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual ☐

Prefer not to say ☐

If you prefer to use your own term, please specify here:

What is your religion or belief?

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐

Muslim ☐ Sikh ☐ Prefer not to say ☐

If other religion or belief, please write in:

What is your current working pattern?

Full-time ☐ Part-time ☐ Prefer not to say ☐

What is your flexible working arrangement?

None ☐ Flexitime ☐ Staggered hours ☐ Term-time hours ☐

Annualised hours ☐ Job-share ☐ Flexible shifts ☐ Compressed hours ☐

Homeworking ☐ Prefer not to say ☐

If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None ☐ Primary carer of a child/children (under 18) ☐

Primary carer of disabled child/children ☐

Primary carer of disabled adult (18 and over) ☐ Primary carer of older person ☐

Secondary carer (another person carries out the main caring role) ☐

Prefer not to say ☐