

FOOTBALL DEVELOPMENT OFFICER

RECRUITMENT PACK



**ENGLAND
FOOTBALL**

**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”***



ROLE PROFILE

FOOTBALL DEVELOPMENT OFFICER

Commitment:

This is a full-time role with Durham County FA working 35 hours per week - working at the Durham County FA Offices, Riverside South, Chester le Street, DH3 3QR.

The role:

We are looking for an enthusiastic, self-motivated individual with a passion for grassroots football to join our team. The successful candidate will be responsible for developing and delivering a sustainable plan for growth and quality across the Male and Female pathways including, Recreational football (Wildcats, Squad Girls, Just Play and Walking football) plus other aspects of the game.

The successful applicant will need to be able to demonstrate, both in their application and at interview, their ability to deliver the requirements of the role.

Role Purpose

- To support delivery of The FA Grassroots Football Strategy and Durham County FA Business Strategy.
- To develop and deliver a sustainable plan for growth and quality across the Male and Female pathway including, Recreational football (Wildcats, Squad Girls, Just Play and Walking football) plus other aspects of the game.
- To significantly contribute to implementing and maintaining The FA's Safeguarding 365 Standard for County FAs and driving safer practice and culture in grassroots football.
- 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.

- **The closing date for applications is noon on Wednesday 8th November 2023**
- **The date for interviews will be Tuesday 21st November 2023**
- **Start date Tuesday 2nd January 2024 or sooner.**

To apply, please complete the following application form, and equality and diversity monitoring form and email 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' **'Football Development Officer Application'**.



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 who can arrange for any reasonable adjustment to be made for your application.

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.

Durham County FA are committed to addressing individuals from underrepresented groups within the game.

Safeguarding is at the Heart of What we do!

Durham County FA is committed to ensuring that Safeguarding within Grassroots football is at the heart of what we do.

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

A Disclosure and Barring Service (DBS) Check will be completed with employment and character references requested before employment is offered.



ROLE PROFILE & RESPONSIBILITIES

FOOTBALL DEVELOPMENT OFFICER

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

Role Title: Football Development Officer

Reports to: County Development Manager

- Work collaboratively with local strategic networks within the community to support the growth and retention of male, female and recreational players through key FA programmes and across all formats of the game.
- To create, deliver and support a focussed annual operation plan which drives growth and retention across the game.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems.
- Identify sources of funding that will be of benefit to grassroots football and provide appropriate advice and support to applicants.
- Provide football development support and advice to clubs and leagues.
- Utilise, research online mapping tools to strategically develop the male and female game across the County FA, identifying gaps in provision and opportunities for club and league development with positive interventions.
- Facilitate the movement of youth players into adult football within various formats of the game.
- Develop programmes to support and grow the male and female football provision.
- Work with Education Establishments (FE/HE) to increase football participation and implement active development plans.
- Deliver a programme of services to club and league volunteers, with an emphasis on gaining more FA-accredited clubs and leagues (England Football Accreditation previously FA Charter Standard).
- Increase male and female recreational football participation via Wildcat centres, Squad Girls, FA Just Play and Walking Football programmes by engaging a wide range of stakeholders and targeting a variety of groups based on local demand.
- Facilitate the development and delivery of new and other formats of football that reflect changing participant behaviour and expectations.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within male and female football development programmes.



- Risk - assess all Durham County FA events for under-18s and where the Durham County FA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Support messaging so that under-18s and adults at risk in open- age grassroots football know how to report concerns about their wellbeing.
- Ensure that male and female football is inclusive, diverse and reflective of local communities.
- Support the promotion, growth, retention and transition of male and female coaches on to and through The FA coaching qualifications and work in partnership with the Referee Development Officer to promote and identify male and female referee recruitment and retention initiatives.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Durham County FA and grassroots football.
- Execute tasks as required to meet the Durham County FA changing priorities.
- Operationally lead the implementation and delivery of safeguarding within the Durham County FA, being accountable for relevant areas of The FA's Safeguarding 365 Standard for County FAs.
- Lead on Durham County FA Youth Leadership Academy.

KEY INFORMATION:

- **The closing date for applications is noon on Wednesday 8th November 2023**
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- **Start date Tuesday 2nd January 2024 or sooner.**

Salary: £27,500 (Fixed term contract until 30th June 2024, in line with FA funding, and is reviewed prior to this date)

Hours: 35 hours per week

Location: Durham County FA, Riverside South, Chester le Street, DH3 3QR

The successful candidate will be subject to a six-month probationary period.



QUALIFICATIONS

ESSENTIAL:

Educated to degree level or equivalent work experience.

SKILLS:

- 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 and familiar with FA systems
- Ability to 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.
- Exceptional customer service skills.
- Budget management skills.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

KNOWLEDGE & EXPERIENCE:

- Practical experience of sports / football development.
- Demonstrate a working knowledge of Equality, Diversity & Inclusion, Anti-Discrimination and Safeguarding.
- Knowledge of The FA coaching qualification framework.
- Knowledge of the structure and partner organisations within football nationally and within the Durham County FA locality.

DESIRABLE:

Two years sports development experience

SKILLS:

- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.
- Capability to create multiple reports, budgets and plans.

KNOWLEDGE & EXPERIENCE:

- Knowledge of The FA's Grassroots Football Strategy.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.



APPLICATION FORM

FOOTBALL DEVELOPMENT OFFICER

Please return this completed application form and completed equality monitoring form to Kerry.Topping@DurhamFA.com no later than **noon on Wednesday 8th November 2023**. Applications can also be made by post.

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

Your application may be accompanied by a CV. The decision to invite you to attend for interview will be based on the information you provide on this form and CV.

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 FOOTBALL DEVELOPMENT OFFICER

Please ensure you have read and fully understand the recruitment pack for this role. Please contact Kerry.Topping@DurhamFA.com who can arrange for reasonable adjustments to made for your application.

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 levels of experience in developing Male and/or Female football (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

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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 ☐