**DURHAM COUNTY FA**

**YOUTH FORUM**

**RECRUITMENT PACK**

**DURHAM COUNTY FA PURPOSE**

To give everyone, everywhere within Durham County FA an opportunity to participate within a safe, inclusive and accessible environment.

**OUR CORE VALUES**

Pride - In what we do, why we do it and who we represent

Honesty - In our actions and our intentions

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

Integrity - In our approach and consistent in our decisions

**ROLE PURPOSE**

Durham County Football Association are looking to appoint a number of knowledgeable and inspiring individuals aged between 14-24yrs old to enhance our workforce and be the voice of young people in our County.

As well as aiming to empower and help young people to influence change, the newly appointed team of youth leaders will build upon successes of our last strategy and support our new strategy by creating better youth-adult partnerships.

This is a voluntary position and will require members to attend bi- monthly meetings .

Meetings will be a mixture of online and in person to be hosted at the County FA Headquarters. You will be required to work in a small group alongside a County FA member of Staff.

A Chairperson will be appointed who will report into the Development Team and will be offered a place on our Inclusion Advisory Board.

We recognise diversity and promoting inclusion is a priority to make football a game For All. We acknowledge that our Youth Forum workforce should represent a wider society therefore we especially welcome applications from females, those from diverse ethnic backgrounds, people with disabilities, from diverse faith groups and from the LGBTQ+ communities (Lesbian, Gay, Bisexual and Transgender.

**OBJECTIVES**

Our Youth Members will help the County FA by ;

* How do Clubs / Leagues currently engage with children / young people.
* Pilot clubs to consider a Youth Committee / Member
* Find how children / young people feel about the environment they currently play / officiate in
* Support our current crop on our Leadership Programme to provide a voice for children and young people in shaping County FA programmes
* Create a network of Youth Committees within grassroots clubs ensuring our Youth voice is heard.

**INDIVIDUAL ROLE PROFILE**

**What we are looking for:**

* A passion for the game and volunteering within it.
* The ability to successfully propose and bring to life new ideas.
* An inspiring character who can connect and build rapport with individuals and groups.
* Commitment to delivering exceptional standard of customer service.
* Excellent IT skills, including the use of Microsoft Office Applications.

**Desirable:**

• In date Safeguarding qualification.

• In date First Aid Qualification.

• In Date Enhanced DBS.

**( if you don’t currently have these qualifications but are successful being appointed as a member of our Youth Forum then we will support you to obtain them)**

**Reports to:** Amy Richardson, Recreational Officer.

**Hours:** Casual, as requested by Durham County Football Association.

**Location:** Durham County FA.

**The closing date for applications is Monday 2nd December**

**The date for interviews which will take the form of an informal interview week commencing Monday 9th December – Friday 13th December excluding Thursday 12th December)**

**Youth Forum will commence January 2025**

**INCENTIVES**

* Payment of travel mileage to meetings at Durham FA
* Durham FA Hoodie
* Food provided for meetings at Durham FA
* Opportunity to apply to attend FA Leadership Academy (FALA)
* Enhance your CV
* Volunteer of DCFA programmes and be supported by DCFA member of staff.

**APPLICATION PROCESS**

To apply, please complete the Application form along with a completed ‘Equality and Diversity Monitoring Form’ which can be found below and return to [David.cleary@durhamfa.com](mailto:David.cleary@durhamfa.com) – Development Manager or post to Durham County FA Office, Riverside South, Chester le Street, County Durham, DH3 3QR marked ‘Private and Confidential’, ‘Youth Forum **Application**’.

If shortlisted, you will be invited to attend a short, informal interview for the role. This will be arranged to take place **between Monday 9th December and Friday 13th December between 4.00pm -6.00pm** **excluding** **Thursday 12th December** 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.

**Grassroots Football is at the Heart of What we do!**

**The closing date for applications is Monday 2nd December 2024.**

**No applications will be considered following this date.**

**For more information please contact:** [David.cleary@durhamfa.com](mailto:David.cleary@durhamfa.com) - Development Manager

**APPLICATION FORM**

**YOUTH FORUM MEMBER**

The date for interviews which will take the form of an informal interview week commence;

**Monday 9th December – Friday 13th December excluding Thursday 12th December)**

**Youth Forum will commence January 2025**

Postal applications are to be addressed; Strictly Private and Confidential, ‘Youth Forum Member 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 |  |

**Parent / Carer Details - MUST BE COMPLETED IF U18**

|  |  |
| --- | --- |
| Title |  |
| First Name(s) |  |
| Last Name(s) |  |

|  |  |
| --- | --- |
| Street Address |  |
| City |  |
| County |  |
| Post Code |  |

|  |  |
| --- | --- |
| 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 or able to access transport?**

YES NO *(delete as appropriate)*

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

YES NO *(delete as appropriate)*

**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.

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| --- | --- | --- | --- |
| Dates | Place of Learning | Course or Qualification | Grade  If applicable |
|  |  |  |  |
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**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 / Club Name | Job Title –  if applicable | Key Responsibilities/Achievements |
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**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.

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| --- | --- |
| Interest / Hobby / Lived Experience | How does this support your application? |
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**MEMBERSHIP OF PROFESSIONAL BODIES**

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

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| --- | --- |
| Membership Bodies | Membership Type |
|  |  |
|  |  |
|  |  |

**HOW I MEET THE REQUIREMENTS**

**YOUTH FORUM MEMBER**

Please ensure you have read and fully understand the recruitment pack for this role. Please contact [David.cleary@durhamfa.com](mailto:David.cleary@durhamfa.com) – Development Manager to 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, voluntary work, your key interests;

Example; Club Football, Disability Football, Coaching, Developing Women & Girls, Developing Equality, Diversity, Inclusion Programmes, Refereeing, Social media and Marketing)

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**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.

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**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.

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**SIGNATURE**

**PARENT / CARER**

|  |
| --- |
|  |

**SIGNATURE ( Under 18)**

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|  |

**DATE**

**The closing date for applications is noon on MONDAY 2ND DECEMBER 2024**

To apply please email a completed application form and covering letter marked **‘Youth Forum Member Application**' to [David.cleary@durhamfa.com](mailto:David.cleary@durhamfa.com) - Development Manager

County FA Office, Riverside South, Chester le Street, County Durham. DH3 3QR marked ‘Private and Confidential **‘Youth Forum Member 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 ( to help with DBS requirements)** 14-17🗆 18+ 🗆 

**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 Education?**

School 🗆 6th form / College 🗆 University 🗆 No Longer in Education 🗆 

**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 🗆