

EMPLOYMENT APPLICATION PACK:

Club Development Officer



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WHY WORK FOR HAMPSHIRE FA

We are committed to ***providing a positive culture for our people to thrive as part of our 2024-28 strategy***. As such and to support our workforce, we offer a range of exciting benefits, including...

- + 25 days leave (plus bank holidays) & an additional day for your birthday
- + Up to two volunteer days per season to support local causes
- + Time off in lieu of out-of-hours working
- + A hybrid working model offering greater flexibility
- + A contributory pension scheme
- + Cycle to Work salary sacrifice scheme
- + SimplyHealth claim back scheme & online GP for your health needs ([more info](#))
- + Culture Club - a group of staff reps delivering peer to peer support & team building activities during the working week

Club Development Officer

Salary: circa £26,000 per annum

Contract: FT Jan 2025-Jun 2028
(subject to renewal)

What is the role?

We are looking for someone to work with the England Football Accredited Clubs network in Hampshire and develop Thriving Community Clubs who offer sustainable football experiences across all pathways.

What will you do?

- You will support & develop Thriving Community Clubs in Hampshire
- You will support support 2-star & 3-star clubs to realise their full potential
- You will develop positive relationships with stakeholders across the club & league network
- You will develop new ways to improve matchday experiences for all

What do you need?

- The ability to build and maintain working relationships
- The ability to work independently and as part of a team
- The ability to work around challenges by developing new solutions
- The determination to fail better - try > fail > learn > repeat

Applications by 11th December:

To apply, complete the online application form. Interviews will take place w/c 19th December 2024.

Access the form by scanning this QR code with a smartphone:



Or via this link:

<https://forms.office.com/e/OjqjQLvHGy>

APPLICATION PROCESS

Please see the accompanying **advert & job description, full role profile & person specification** and **supporting information**. These should be used as a guide when completing the application form. The application form can be made available in alternative formats and should this be required please contact us to advise of your requirements.

Please complete the application form by clicking [here](#).

If shortlisted, you will be invited to interview for the role. The exact format of the interview will be confirmed with notice of the interview and reasonable adjustments can be made to accommodate any needs you may have.

Hampshire FA have an understanding and commitment to **equality, diversity and inclusion** and would be grateful if you could complete an optional, anonymous equality monitoring form as part of your application. By completing this questionnaire, you are helping us to plan for the future and ensure we recruit from a diverse pool of applicants that are appropriate and relevant to the community we serve.

Please complete the equality monitoring form by clicking [here](#).

Hampshire FA 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 information provided.

Key Dates:

Application Closing date - **11th December 2024**

Interviews dates - **19th December 2024**



FULL ROLE PROFILE & PERSON SPECIFICATION

Hampshire FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply for all roles.

Job title	Club Development Officer
Reports to	Football Development Manager
Job purpose(s)	<ul style="list-style-type: none"> To support delivery of The FA Grassroots Football Strategy, Hampshire FA's 'Evolving with the Game' Business Strategy and Hampshire FA's 'Moving the Dial' Equality, Diversity and Inclusion Strategy To support England Football Accredited Clubs to become more sustainable through engagement with the Thriving Community Club framework, alignment of support services and multi-stakeholder collaboration. To support, service and develop England Football Accredited clubs to grow and sustain opportunities whilst providing a quality experience for all players across all pathways. To contribute to the effective implementation of The FA's Safeguarding 365 Operating Standard for County FAs.
Direct reports	Not applicable
Location	Hybrid Home/Office Working – 2 days a week at Winklebury Football Complex, Basingstoke, Hampshire, RG23 8BF
Working hours	35 hours a week, occasional evening/weekend work required (Flexible options available - job share, part-time)
Contract type	Initial full-time fixed term contract from Jan 2025 - June 2028 (Further extension subject to funding renewal)
Salary	Circa £26,000 per annum

Key Roles & Responsibilities:

Representing Hampshire FA	<ul style="list-style-type: none"> Actively deliver against Company Values and Behaviours and the Customer Charter Actively support the challenging of all forms of discrimination in football Utilise hub sites as a resource to deliver programmes and further Hampshire FA's reputation as a facility provider
Thriving Community Clubs	<ul style="list-style-type: none"> Develop and manage positive relationships with 2-star and 3-star England Football Accredited clubs by engaging key club leaders Engage 2-star and 3-star England Football Accredited clubs with the Thriving Community Clubs Framework and support them with completing relevant assessments for each pillar on the Club Programme Platform Utilise insight and reporting to conduct pathway gap analyses and support 2-star and 3-star clubs in developing pathways and/or effective club partnerships to meet 3-star England Football Accredited Club criteria Adopt a strategic approach to deploying national professional services, technical experts and any local resource to support the growth and sustainability of Thriving Community Clubs Identify facility development opportunities within Thriving Community Clubs & connect to Hampshire FA Facility Leads Develop positive relationships with the Men's National League System (NLS) and Women's Football Pyramid (WFP) clubs within Hampshire FA
Club & League Stakeholders	<ul style="list-style-type: none"> Build and maintain relationships with key stakeholders, including FA Club Consultants, the Football Foundation, casual workforce roles (e.g. Community Champions), and other strategic partners to support the development of Thriving Community Clubs (eg. TeamFeePay) Collaborate with FA Club Consultants to identify needs based on framework insights and design appropriate interventions Understand the volunteer workforce requirements within Thriving Community Clubs and work with Coaching & Workforce FDO to support clubs with the growth, diversity, retention and celebration of their workforce Support the adoption of FA technology systems across grassroots football Strategically lead England Football Accredited Leagues programme to drive club development
Improving Matchday Behaviour	<ul style="list-style-type: none"> Play an active role on the Hampshire FA Tackling Poor Behaviour Working Group. Work with 2-star and 3-star England Football Accredited clubs to pilot initiatives to improve matchday behaviour.

Wider Roles & Responsibilities:

Safeguarding	<ul style="list-style-type: none"> Support maintenance of FA safeguarding 365 operating standards and ensure that the safeguarding of young and vulnerable people is always prioritised Carry out appropriate Safeguarding Risk Assessments for any activities delivered Ensure that all participants and their families are aware of how/encouraged to report any safeguarding concerns they might have Listen to and consult with under-18s on their experiences of grassroots football as part of the Hampshire FA youth engagement strategy
Equality, Diversity & Inclusion	<ul style="list-style-type: none"> Use national and local data, research and customer insight to support clubs to diversify participation Support the development of inclusive football clubs
Finance	<ul style="list-style-type: none"> Manage allocated budget and adhere to finance protocols, processing payments and invoices as required Identify funding opportunities for grassroots football and provide appropriate advice and support to applicants

Skills

Knowledge/Experience

Essential (Required to fulfil role)	<ul style="list-style-type: none"> Ability to work strategically with partner organisations across different sectors Ability to plan, set and achieve objectives to deadlines IT skills, including the use of Microsoft Office applications Ability to work independently and as part of a team Time management and prioritisation Problem-solving and decision-making Communication and presentation skills Ability to use data to monitor and evaluate programmes Influencing skills to champion change 	<ul style="list-style-type: none"> Educated to A Level or equivalent Practical experience of sports/football development and involvement in a club or league Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding Knowledge of structure and partner organisations within football (nationally and locally) Provision of excellent customer service
Non-Essential (Beneficial but can be accumulated once in the role)	<ul style="list-style-type: none"> Developing networks and relationships with a variety of stakeholders Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of participants Capability to create multiple reports, budgets and plans Budget management 	<ul style="list-style-type: none"> 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 Knowledge of The FA coaching qualification framework

HFA Values

Expected Behaviours

PROGRESSIVE	<ul style="list-style-type: none"> Identifies the need for, and actions change in direction, practice, policy or procedure. Questions the way things are done and takes informed risks. Continuously seeks to improve efficiency and performance.
RESPECTFUL	<ul style="list-style-type: none"> Maintains people's self-esteem when interacting with them. Avoids pre-judgement when listening to suggestions from others. Seizes the opportunity to apply Hampshire FA standards at all times.
INCLUSIVE	<ul style="list-style-type: none"> Openly collaborates with colleagues and partners in the game Provides equal opportunity to people of different backgrounds, experience and perspective Seeks out and embraces new ways of thinking and working.
DETERMINED	<ul style="list-style-type: none"> Works relentlessly to overcome roadblocks or obstacles to achieve the goal. Remains focused on seeing agreed goals through to completion taking pride in their work. Maintains motivation for their team and themselves.
EXCELLENT	<ul style="list-style-type: none"> Seeks to achieve the highest levels of performance at all times. Can be committed to achieve a standard that others consider impossible. Supports others to go further and achieve more.

Application Deadline:

Wednesday 11th December 2024

Interviews to be held (format TBC):

Thursday 19th December 2024



SUPPORTING INFORMATION

Hampshire FA Strategy | EVOLVING WITH THE GAME



Our **Evolving with the Game** strategy has been formed with the needs of our community in mind and centres around 12 clear member priorities that were identified through consultation. We believe that by focusing on these 12 key areas we will achieve success across all strategic objectives, provide the best possible service to our community and realise our purpose of **Creating Opportunities for Our Game to Evolve & Thrive**.

Both football and the Hampshire community are continuously changing so it is important that Hampshire FA adapts with it. We aim to be a modern County FA that acts in balance as both a local governing body for our game and a high-quality football service provider. We are confident that this unique combination will help to ensure football in Hampshire goes from strength to strength over the next four years and beyond.

To find out more about the 12 member priorities and our strategy in general, visit the dedicated page on our website:

<https://www.hampshirefa.com/about/evolving-with-the-game>