



KENT FA FOOTBALL DEVELOPMENT OFFICER (INCLUSION)

CLOSING DATE 5PM 2 DECEMBER 2022

£22,000 - £26,000.

35 hours per week.

The Kent FA operates a hybrid working arrangement of 2 days per week in the office and 3 days at home.

Full-Time position, 35 hours per week. Fixed Term contract until 2024.

Kent FA HQ, Invicta House, Cobdown Park, London Road. Aylesford. Kent.

ME20 6DQ.



THE KENT FA PRIDES ITSELF IN BEING AN INNOVATIVE AND FORWARD-THINKING ORGANISATION AND THESE ARE EXCITING TIMES AS WE EMBARK ON DEVELOPING A NEW CORPORATE STRATEGY TO REINFORCE THE VISION, AND OBJECTIVES MOVING FORWARD FOR THE NEXT FOUR YEARS. THE SUCCESSFUL CANDIDATE FOR THIS ROLE WILL BE INSTRUMENTAL IN HELPING THE KENT FA TO DELIVER THIS.

YOU CAN FIND OUT MORE ABOUT KENT FA AND THE WORK WE DO ON OUR WEBSITE AT WWW.KENTFA.COM

THE ROLE

The Kent FA is passionate about increasing the opportunities for all sections of Kent's communities to play football. A recently produced Equality Action Plan provides a clear direction of travel of how we will achieve this.

As such the Kent FA is looking for an enthusiastic Football Development Officer (Inclusion) with a passion for grassroots football to join the team.

The successful candidate will be responsible for supporting the implementation and delivery of the FA National Game Strategy and the Kent Football Strategy, helping to deliver a sustainable plan for growing disability participation levels, supporting disability clubs and leagues to provide structured opportunities.



KEY RESPONSIBILITIES

- Work strategically to align current and future disability football provision, ensuring an integrated approach across the Kent FA, local EFL (English Football League) club community organisations and key partners from across the disability, health, education, community and voluntary sectors.
- Retain and grow the number of affiliated disability football teams with an emphasis on creating player pathway opportunities and sustainable competition structure within FA-accredited clubs (England Accredited) structures for under-8, under-12, under-16 and adult age groups.
- Work with staff across departments to support in the delivery of diversity and inclusion targets and in creating a more inclusive culture across the Kent FA.
- Work with the Kent FA Equality Advisory Group to consult on plans and engage to provide advocates for diversity and inclusion activities.
- Lead on the creation of a Diversity & Inclusion Plan for the Kent FA

WHAT WE ARE LOOKING FOR

The successful candidate will be educated to A Level or have 2 years' sports development experience. They will be able to think and work strategically, be self-motivated and have excellent leadership skills. In addition, they will be able to forge and build excellent relationships with partner organisations and have a strong customer service ethos.



WHAT WE CAN OFFER

- A great start to your career in football with the local governing body of the grassroots game here in the heart of the County.
- 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.
- A varied and exciting working life where you'll learn about all aspects of grassroots football.
- Enhanced Holiday entitlement.
- Employee benefits, including an employee experience and engagement platform and employee assistance scheme.

SAFEGUARDING

Kent FA is 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.

EQUALITY & DIVERSITY

Kent FA promotes inclusion and diversity and welcomes applications from everyone. If you have any requirements in relation to the recruitment or interview process, please include details on the application form.



THE APPLICATION AND SELECTION PROCESS

Complete the Application Form and Equality and Diversity Monitoring Form and return them to jobs@kentfa.com no later than **5 pm on Friday 2nd December 2022**. Applications received after the deadline will only be considered in exceptional circumstances e.g. proof of posting indicates undue delay through no fault of the applicant. Receipt of applications will not be acknowledged.

- Shortlisted applicants will be contacted by **12th December 2022** to arrange a mutually convenient interview time.
- Interviews will be held **w/c 12th December 2022**.
- If required, second interviews may be held to determine the most suitable candidate for the role.

APPLICATION DOCUMENTS

- Job Description and Person Specification.
- Application Form.
- Equality and Diversity Monitoring Form.

CONTACT

If you have questions about the role, please get in touch with Jeff Davis, Football Development Manager, at jeff.davis@kentfa.com for an informal discussion.

