



**ENGLAND  
FOOTBALL**

***LINCOLNSHIRE FOOTBALL ASSOCIATION  
DISABILITY FOOTBALL AMBASSADOR  
RECRUITMENT PACK***

*'ONE LINCOLNSHIRE COMMUNITY, UNITED AND INSPIRED BY THE POWER OF FOOTBALL'*



# LINCOLNSHIRE FA – DISABILITY FOOTBALL AMBASSADOR

The Lincolnshire Football Association Limited is seeking to recruit a Disability Football Ambassador on a Casual basis to support the development of disability football in partnership with key stakeholders across Lincolnshire.

This pack provides the following to assist individuals in considering whether they have the relevant skills and attributes required for the role:

1. Background to the Association
2. Values of the Association
3. The Role
4. What the Association offer for employees
5. How to apply
6. The selection process
7. The Role Profile
8. Application Form

## BACKGROUND

The Lincolnshire Football Association (LFA) is the not-for-profit governing body of football in Lincolnshire. Today we have over 30,000 players from 1800 teams along with 600 match officials under our banner, stretching across one of the largest geographical counties in the country. We have delegated powers from the FA to manage rules and regulations to ensure fair play in the grass roots game, both on and off the pitch.

Now is an exciting time to be joining the Lincolnshire Football Association as we enter continue to implement our strategy 'One Lincolnshire Community, united and inspired by the power of football'. Our strategy will enable and support long term planning, sustainability and growth. The key aims of the strategy are:

- Creating safe and inclusive football environments.
- Retain, sustain and then lead the growth and development of all formats of the game.
- Recruit and develop a diverse workforce that meets need and supports growth.
- Develop and improve our business to better serve our members and communities.



Year 1 of the strategy has seen positive results namely:

- Continued growth in male participation
- Substantial growth in the women's and girls' game, both in participation and profile
- Continued growth in the number of volunteers servicing and supporting our game
- Development of non-traditional formats of the game
- Increased level of external investment in the grassroots game
- Development of new partnerships, Improved relationships with our stakeholders and increased customer service satisfaction

## VALUES OF THE LINCOLNSHIRE FOOTBALL ASSOCIATION

As an Association we know that our values and beliefs are key to creating the right culture for us to succeed in the achievement of our Vision and Mission. Everyone who represents Lincolnshire FA strives every day to bring these beliefs to life.

We believe in:

- Acting with integrity, by ensuring we do the right thing and not the easy thing (even when no one is watching) is in the best interest of the game.
- Being progressive in all that we do, always looking for ways to continuously improve through giving our staff the freedom to innovate will help us best meet the needs of the game.
- Being transparent in all that we do will help us build relationships that will stand the test of time as they will be based upon high levels of trust.
- Recognising and rewarding the hard work, effort, and achievements of everyone who supports and makes the game possible 'For All', which will help us to ensure that people who make a positive difference feel valued and appreciated.
- The pride we have for the work we do drives us to care about everyone involved in football in our community as we know this will be key to making our Vision a reality.



## THE ROLE

The Disability Football Ambassador will support the Football Development Officer (Disability and Inclusion) in supporting mainstream clubs to apply learnings from FA resources and develop disability football opportunities. A role profile is included in this information pack.

To join the team and be successful, the individual must be able to demonstrate an understanding of the role on offer and how their expertise and experience will enable them to meet the essential and desirable criteria within the role.

The interview panel must be convinced of the individual's passion, inspiration, creativity and professionalism for the role.

The successful applicant will report to the Football Development Officer - Disability and Inclusion.

Applicants should have knowledge and experience of developing disability football opportunities and working with volunteers. They should be able to build strong working relationships with key stakeholders, have an understanding of how an England Football Accredited Club operates, and ideally have a knowledge of funding and learning opportunities that clubs may be able to access. The successful individual will be required to attend the Disability Ambassador Training in February 2023.

The Lincolnshire 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 information provided.

## WHAT CAN THE LINCOLNSHIRE FA OFFER?

- An exciting opportunity to join a forward thinking, progressive sports organisation
- An exciting opportunity to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal development
- Flexible working, with a combination of club visits and remote meetings
- Employee Access Programme
- Free Branded Nike uniform
- Access to FA Cup final tickets and England tickets for matches at Wembley

The role is employed as a 'Casual Worker' role, undertaking 50 hours of work between the commencement of employment and the 30<sup>th</sup> June 2023. Hours are flexible, but will often be taken in evenings and weekends due to the nature of the role. The role is paid at a rate of £25 per hour.



## HOW TO APPLY

Complete the Application Form enclosed no later than 10am on Monday 30<sup>th</sup> January 2023. Please note that no applications will be accepted after this time.

## SELECTION PROCESS

Applicants selected to attend an interview will be contacted by Wednesday 1<sup>st</sup> February . If you have not heard from us by this date unfortunately you have been unsuccessful on this occasion.

## INTERVIEWS

Interviews for the role will take place on Friday 10<sup>th</sup> February and will be held at the offices of the Lincolnshire Football Association, Deepdale Enterprise Park, Deepdale Lane, Nettleham, Lincoln LN2 2LL. If required, second interviews may be held in order to determine the most suitable candidate for the role.

If any questions arise about the role or clarity is required on the recruitment pack, please contact Jordan Mason, Football Development Officer (Disability and Inclusion) at:

[jordan.mason@lincolnshirefa.com](mailto:jordan.mason@lincolnshirefa.com) or 01522 596580.



# ROLE PROFILE

Job Title	Disability Football Ambassador
Reports to	Football Development Officer (Disability and Inclusion)
Role Purpose	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 and support the club to implement this Game Plan to provide more club-based opportunities for disabled people to play, coach and/or volunteer.
Direct Reports	N/A
Location	Across Greater Lincolnshire Occasional meetings will be required at Lincolnshire FA Headquarters
Working Hours	50 hours per contract. Hours of work will vary and will include evenings and weekends
Contract Type	Casual Worker

## RESPONSIBILITIES

- Attend the 'Disability Football Ambassador Training'; scheduled for February 2023.
- 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.
- Support the CFA in meeting its requirements of Safeguarding 365.



## PERSON SPECIFICATION

### EXPERIENCE

#### ESSENTIAL

- 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.

#### DESIRABLE

- 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.
- Awareness of the Lincolnshire FA Strategy.

**JOB DESCRIPTION REVIEWED AND MODIFIED BY:**

Jordan Mason – Football Development Officer (Disability and Inclusion)

**DATE JOB DESCRIPTION REVIEWED AND MODIFIED:**

YES

**JOB DESCRIPTION AUTHORISED BY:**

Steph Powell – Head of Football Development

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.



# APPLICATION FORM

The decision to invite you to attend for interview will be based on the information you provide on this form. The Lincolnshire FA is an Equal Opportunities Employer.

Position applied for:

## PERSONAL DETAILS

Please complete in BLOCK CAPITALS

First Names:  Surname:

Mr / Ms / Mrs or preferred title:  Are you over the age of 18?

Address:

Post Code:  Email Address:

What is the best day and time to contact you?

What is the best number to contact you on?

Do you hold a full current driving licence?

Do you have an accepted FA DBS (Criminal Records Check)\*

\*If you do not hold an FA DBS, it may be a requirement for this to be completed before appointment.

## EDUCATION AND TRAINING

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

Dates	Details of School/College/Institution	Course or Qualification	Grade

Please attach a continuation sheet if required





## EMPLOYMENT & VOLUNTEERING HISTORY

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, your job title and brief details of your responsibilities. Also include salary and benefits package (where applicable and relevant).

Dates	Employers name/nature of business	Job title	Key Responsibilities	Salary/ Benefits

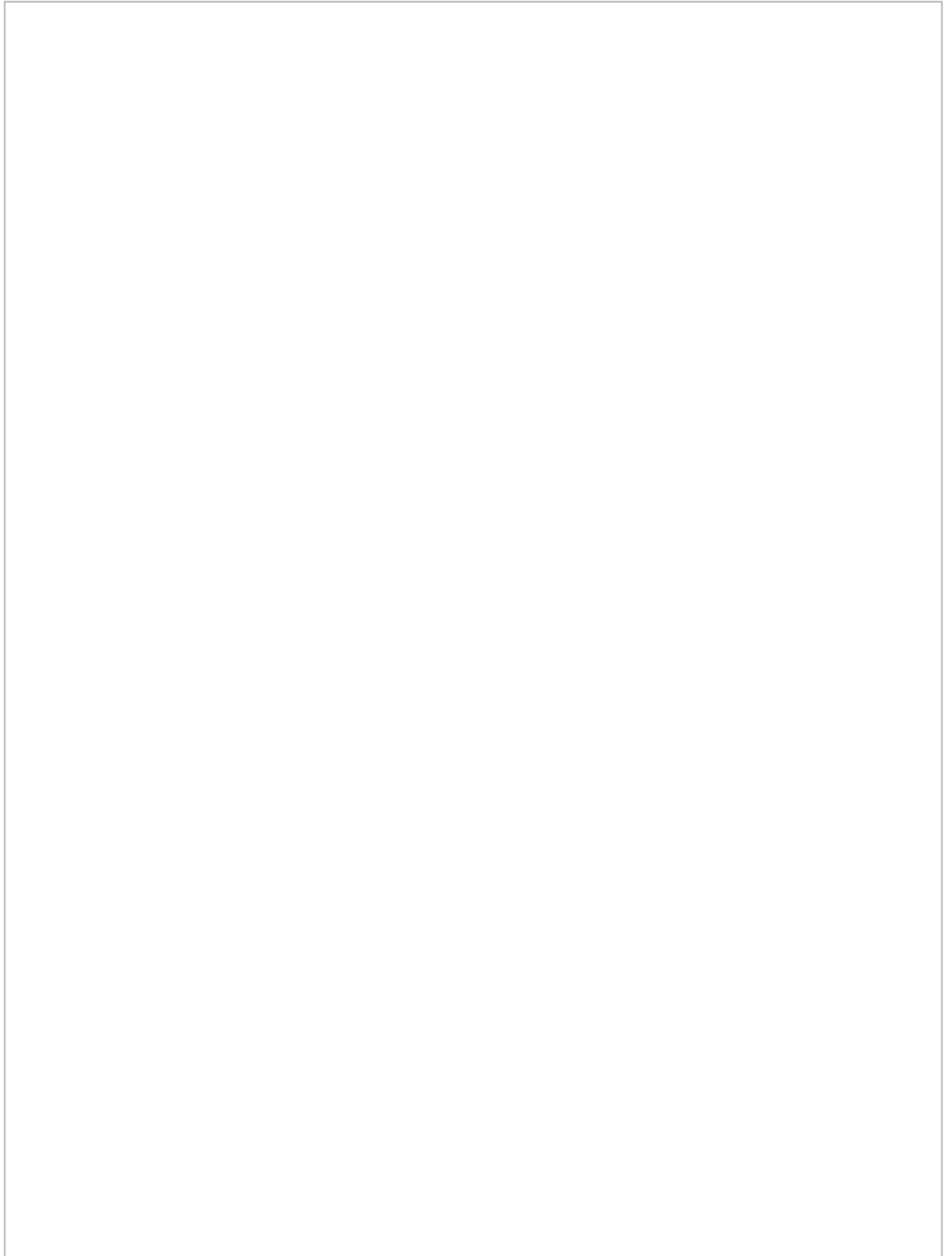
*Please attach a continuation sheet if required*

## HOW DO I MEET THE REQUIREMENTS OF THE ROLE?

Please outline the skills and experience that you have which are appropriate to demonstrate your suitability for the advertised role and how you would meet the essential and desirable knowledge, experience and skills required. Please include any paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. In your application please ensure you have read and fully understand the job advertisement and the role description provided.



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## NAMES AND ADDRESS OF REFEREES

Please give the name and address of two referees, one being your most recent employer

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

## ADDITIONAL INFORMATION

Do you require a work permit or are there any restrictions on your ability to work in the UK?

If yes, please give further details:



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

## 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: