



**ENGLAND  
FOOTBALL**

# LINCOLNSHIRE FA

**Football Development Manager  
(Disability Pathway & Inclusion Lead)**



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# WHO ARE THE LINCOLNSHIRE FA?

Now is an exciting time to be joining the Lincolnshire Football Association.

An inspiring and professional organisation, the Lincolnshire Football Association (LFA) is the not-for-profit governing body of football in Lincolnshire. We are the home of grassroots football in Lincolnshire, and we are committed to providing opportunities for all our communities to engage in football activities.

We are the guardian of the national game in Lincolnshire. Today we have over 2000 teams under our banner, stretching across one of the largest geo- graphical 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. We are responsible for developing the local game and strive to positively influence football participation for all, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

## OUR VISION

One Lincolnshire Community, united and inspired by the power of football.

## OUR MISSION

To provide our communities with the platform to engage, unite and thrive through a safe and inclusive football experience.

## OUR VALUES

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.







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# INTRODUCTION TO THE LINCOLNSHIRE FOOTBALL ASSOCIATION



Our strategy 'One Lincolnshire Community, united and inspired by the power of football' aims to build on the strong foundations that have been developed.

Whilst the past recent years have been challenging for all of us, the Lincolnshire FA has not only survived all that has been thrown our way but has indeed grown the game and the business with progress being made on a number of fronts, namely:

- Continued growth in male participation
- Substantial growth in the women's and girls' game, both in participation and profile
- Growth in the number of disabled players accessing the game

For further information please see the links to our new strategy and latest annual report.

## STRATEGY 2021-2026:



- An increased commitment and delivery on our wider inclusion agenda
- 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 stakeholders and increased customer service satisfaction

The Association continues to be challenged in a number of ways as the game adapts to how people live their lives and wish to access their passions and hobbies. I passionately believe the Association and the grassroots game in Lincolnshire are in a strong position to further develop and enhance the opportunities available to our communities. Whilst the future promises to be challenging, as we embed our strategy, delivering key targets and objectives it is also an exciting time to be at the forefront of developing football across the county.

**Nick Hanson**  
CEO

## END OF YEAR REPORT: 2022-23







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# **THE ROLE FOOTBALL DEVELOPMENT MANAGER (DISABILITY PATHWAY & INCLUSION LEAD)**

The Lincolnshire Football Association is seeking to recruit a Football Development Manager to support the delivery of The FA National Game Strategy and the Lincolnshire FA's strategy in partnership with key stakeholders across Lincolnshire.

This pack provides information and background, to assist individuals when considering whether they have the relevant skills and attributes required for the role.

To be successful, applicants must be able to demonstrate an understanding of the role and how their expertise and experience will enable them to meet the essential and desirable criteria. The interview panel must be convinced of the individual's passion for football development, inspiration, and professionalism for the role.

Applicants should have knowledge and experience of sports/football development, an understanding of grassroots football and experience of working with

volunteers in sports/football. They should be computer literate, have an interest and background in football, with good presentation and communication skills, be able to work under pressure, handle multiple priorities and meet deadlines. They will need to demonstrate exceptional customer service, be able to lead and work as part of a team with excellent planning skills and be able to work occasional evenings and weekends.

The successful applicant will strategically lead the association's approach to Equality, Diversity & Inclusion.

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.







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## WHAT CAN THE LINCOLNSHIRE FA OFFER?

- An exciting opportunity to join a forward thinking, progressive sports organisation
- A competitive salary
- An exciting opportunity to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal and professional development
- A Workplace Pension Scheme
- Access to our health and dental support plan
- Access to some FA employment benefits
- A modern hybrid working model
- The position has a salary of banding of £29,548-£32,094.
- Hours of work are 35 hours per week between 9am to 5pm, Monday to Friday with occasional evening and weekend work.
- This position will receive 33 days annual leave including banks holidays

For any questions about the role or if clarity is required on the recruitment pack, please contact Jake Park at [Jake.Park@lincolnshirefa.com](mailto:Jake.Park@lincolnshirefa.com) or 01522 596580.



[LincolnshireFA](https://www.lincolnshirefa.com)



[LincolnshireFA](https://twitter.com/LincolnshireFA)



[@LincolnshireFA](https://www.instagram.com/LincolnshireFA)





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## APPLICATION PROCESS

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To apply please complete and return the application form and the following Equality & Diversity monitoring form. Please follow link below:

- **diversity monitoring form**



**SEE LINK HERE**

The closing date for applications is **9am on Monday 17<sup>th</sup> June** although the Lincolnshire Football Association reserve the right to close the process earlier than advertised.

Interviews will be conducted w/c **Monday 24<sup>th</sup> June**.

To apply please email to [Nick.Hanson@LincolnshireFA.com](mailto:Nick.Hanson@LincolnshireFA.com), with the subject line, Strictly Private & Confidential or by post to the following address:

Strictly Private & Confidential  
Mr Nick Hanson  
Chief Executive Officer  
Lincolnshire FA  
Deepdale Enterprise Park  
Deepdale Lane  
Nettleham  
Lincoln  
LN2 2LL











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## HOW THE ORGANISATION IS PRACTICING INCLUSIVITY

Equality, Diversity and Inclusion (EDI) is firmly embedded across the organisation, and is outlined in our five-year strategy 'One Lincolnshire Community, united and inspired by the power of football'.

The County Football Association has made tremendous progress within the EDI space in recent years, with the award of the Preliminary Level of the Equality Standard for Sport and the subsequent production of our Diversity and Inclusion Action Plan (DIAP).

The DIAP is a three-year plan that provides a robust, evidence-based and unified approach to driving EDI within Lincolnshire, ensuring that everyone involved at Lincolnshire FA are involved on the journey to make

football as inclusive as it can be. Some key areas of focus within our DIAP include levelling the playing field for women and girls, further developing opportunities within the disability pathway, and engaging with historically underrepresented communities within football in Lincolnshire.

The successful candidate will work closely with the Inclusion Advisory Group, who are responsible for checking, challenging and guiding Lincolnshire FA to make our operations as inclusive as possible. The group is made up of volunteers who have a passion for inclusion, and were instrumental in the development of the DIAP.







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## ROLE PROFILE

Job Title	Football Development Manager (Disability & Inclusion)
Reports to	Head of Football Development
Salary	£29,548- £32,094
Role Purpose	<ul style="list-style-type: none"><li>• To support delivery of The FA National Game Strategy and the Lincolnshire Football Association Business Strategy.</li><li>• To provide strategic direction to the Football Development department.</li><li>• To strategically coordinate disability football provision across the Lincolnshire Football Association and the local area.</li><li>• To develop innovative solutions to increase participation in football in all its formats to engage underrepresented groups.</li><li>• To strategically coordinate Lincolnshire Football Association's Equality, Diversity and Inclusion objectives.</li><li>• To contribute to the effective implementation of The FA's Safeguarding 365 Operating Standard for County FAs.</li><li>• To support the adoption of FA technology systems across grassroots football.</li><li>• To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li></ul>
Direct Reports	Football Development Officer (Women & Girls) & Football Development Officer (Male)
Location	Lincolnshire FA Office with opportunity to work at home as agreed with line manager
Working Hours	35 hours a week
Contract Type	Fixed Term until 30th June 2028 subject to FA funding







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## KEY ACCOUNTABILITIES

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### MANAGERIAL

- Identify, manage, and develop relationships with key partners to meet the strategic objectives of the Association.
- Develop and deliver an annual action plan to deliver growth and high-quality football opportunities across all football pathways (women & girls, male and disability).
- Analyse, and use data and insight, to design and develop local solutions that meet local stakeholder needs across all football pathways (women & girls, male and disability).

### DISABILITY

- Work strategically to align current and future disability football provision, ensuring an integrated approach across the County FA, local Premier League and English Football League Trust Club networks, alongside key partners from across the disability, health, education and community & voluntary sectors
- Achievement of the disability player numbers as laid out in the LFA strategy and operational plans
- Retain and grow the number of affiliated disability football teams with a particular emphasis on the growth of youth and female teams within England Football Accredited Club structures
- Strategically coordinate the delivery of a network of registered disability recreational football centres for male and females across all age groups, with a specific focus on the FA's Comets and Lincolnshire FA's Kick On programmes
- Embed research, insight and effective measurement into planning, decision making and delivery across disability football to ensure accurate data collection across programmes that address the priority areas for disability football and meet the needs of disabled people
- Develop and support leagues and clubs that are safe and inclusive of disabled participants through delivery of a programme of services ensuring modern, fit for purpose league and club structures are in place
- Organise and implement a relevant CPD programme that supports disability football across coaches, referees, volunteers and young leaders and is inclusive of disabled people
- Lead and deliver against the disability talent development programme within the County
- Raise the profile of good news stories and the range of disability football opportunities across the pathway
- Contribute to the content and development of high-quality resources and communication to underpin the successful delivery of the CFA Business Plan and FA National Game Strategy



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## **INCLUSION**

- Support internal staff to recruit, retain and develop players, coaches, referees, club/league officials and volunteers with a specific focus on under-represented groups
- Lead on the recruitment and development of the Inclusion Advisory Group
- Lead on the Association's Equality Standard submission
- Lead on the development and delivery of the Association's Diversity and Inclusion Action Plan
- Provide general Equality, Diversity and Inclusion support to the staff team
- Organise and implement a relevant CPD programme that looks to raise awareness of EDI and improve inclusion across football in Lincolnshire
- Provide progress reports to the line manager, CEO, Board (if applicable), The FA and other partners to show how equality is being embedded across the whole organisation
- Create innovative solutions and actions which ensure that equality is embedded within the club and league infrastructure
- Contribute to the content and development of high-quality resources and communication to underpin the successful delivery of the CFA Business Plan and FA National Game Strategy

## **GENERAL ROLE AND RESPONSIBILITIES**

- Undertake additional tasks as required in order to meet CFA's changing priorities
- Ensure compliance with CFA's health and safety policies
- Ensure that the CFA effectively implements and maintains the FA's Safeguarding Operating Standard within football
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within disability football development programmes
- Risk-assess all events and activity for under-18s and where the association directly employs or deploys under 18 referees, coaches and volunteers to ensure that appropriate safeguards are in place
- Risk assess all events and activity involving open age adult disability grassroots football teams or participants
- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing
- Listen to and consult with under-18s on their experiences of grassroots football as part of the association youth engagement strategy. Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football







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**CFA VALUES AND BEHAVIOURS - THE JOB HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE VALUES AND BEHAVIOURS DESCRIBED BELOW**

- 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







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# PERSON SPECIFICATION

## QUALIFICATIONS

### ESSENTIAL

- Educated to A Level or equivalent

### DESIRABLE

- Two years' sports development experience

## SKILLS

### ESSENTIAL

- 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.
- 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.
- Budget management skills.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

### DESIRABLE

- 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.
- Ability to secure external funds from a range of sources.







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## KNOWLEDGE AND EXPERIENCE

### ESSENTIAL

- Passionate about working in disability football.
- Knowledge and understanding of the barriers to participation faced by disabled players.
- Knowledge and understanding of the infrastructure and networks that exist within education, recreation, competition and talent that can support the development of disability football.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.
- Practical experience of sports/football development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of The FA coaching qualification framework.

### DESIRABLE

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

As this role involves direct access to young people under the age of eighteen and vulnerable adults, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check (DBS) to ensure their suitability for the role.

**ENHANCED DBS CHECK REQUIRED**

YES

**CLEAN, FULL DRIVING LICENCE?**

YES

**JOB DESCRIPTION REVIEWED AND MODIFIED BY:**

Nick Hanson – CEO

**DATE JOB DESCRIPTION REVIEWED AND MODIFIED:**

20<sup>th</sup> March 2024

**JOB DESCRIPTION AUTHORISED BY:**

Nick Hanson

**SIGNED BY JOB HOLDER (ON APPOINTMENT):**

**DATE SIGNED:**



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# 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*







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## 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*

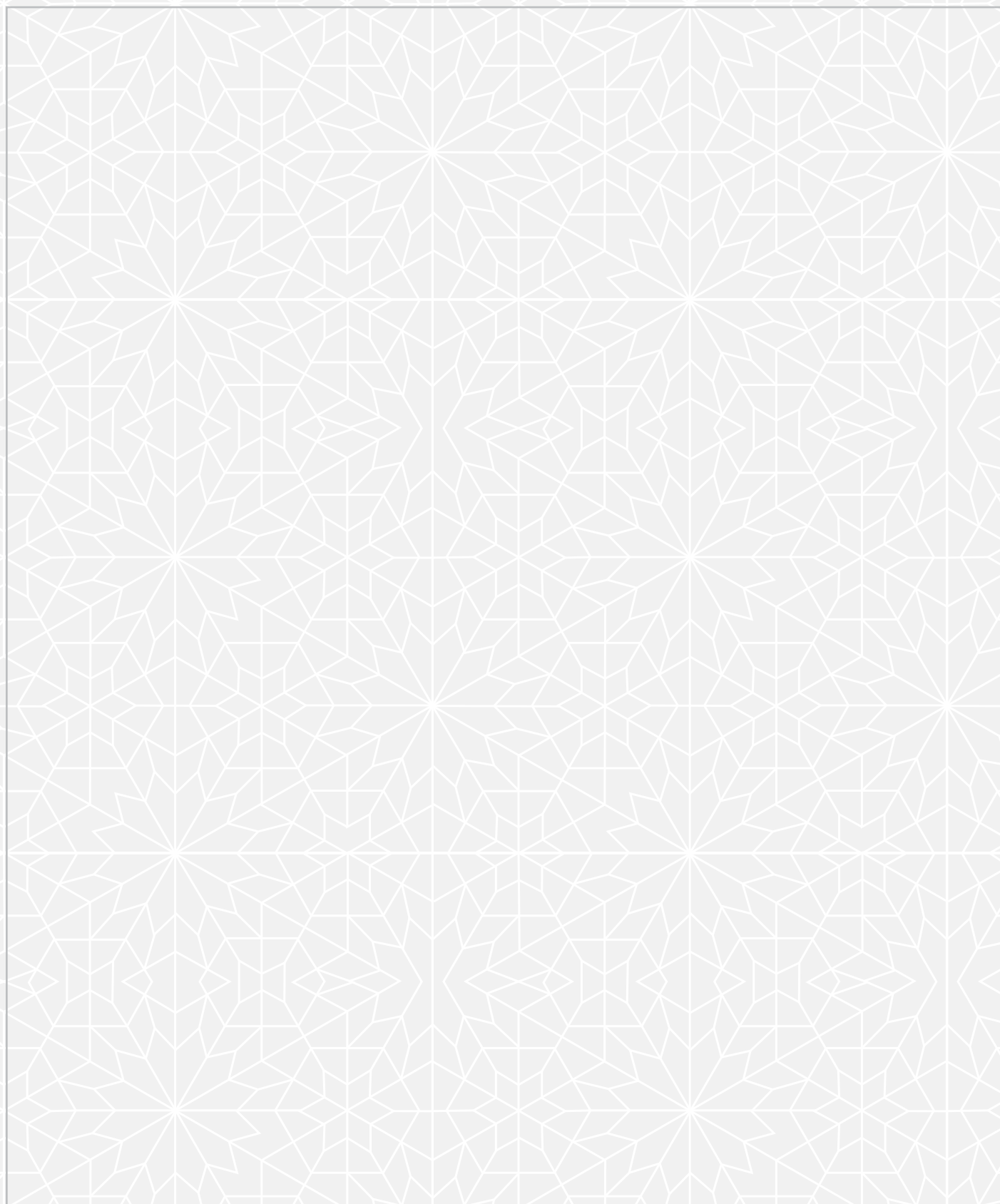
## HOW DO I MEET THE REQUIREMENTS OF THE ROLE?

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:



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

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## 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:

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Date:

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**Football Development Manager  
(Disability Pathway & Inclusion Lead)**



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