



**ENGLAND
FOOTBALL**

LINCOLNSHIRE FA

Head of Football Development
RECRUITMENT INFORMATION PACK



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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 1,800 teams 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. 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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FOOTBALL**

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

- 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

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

STRATEGY 2021-2026:



END OF YEAR REPORT: 2022-23





**ENGLAND
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THE ROLE HEAD OF FOOTBALL DEVELOPMENT

The Lincolnshire Football Association is seeking to recruit a Head of Football Development 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 report to the Chief Executive Officer.

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 £32,384-£36,092.
- 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 Nick Hanson CEO at nick.hanson@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

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 18th September** although the Lincolnshire Football Association reserve the right to close the process earlier than advertised.

Interviews will be conducted w/c **25th September 2023**.

To apply please email to 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 Inclusion Advisory Group (IAG) 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	Head of Football Development
Reports to	Chief Executive Officer
Salary	£32384- £36092
Role Purpose	<ul style="list-style-type: none">• To support delivery of The FA Grassroots Football Strategy and the Associations Business Strategy.• To provide strategic direction to the Football Development department.• To ensure that every affiliated football fixture is played on a 'good' quality pitch.• To identify and activate priority projects for Football Foundation investment via Local Football Facility Plans.• To protect existing football facilities from planning application.• To undertake Deputy SSL duties and contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.• To support the adoption of FA technology systems across grassroots football.• To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.
Direct Reports	Football Development Manager, Referee Development Manager
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 30 th June 2028 subject to FA Funding.





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RESPONSIBILITIES

FOOTBALL DEVELOPMENT

- Identify, manage and develop relationships with key partners to meet the strategic objectives of the Association.
- Awareness of all the Association policies and procedures, ensuring that they are reviewed annually and updated where necessary.
- Develop and deliver an annual action plan to deliver growth and high-quality football opportunities across all football pathways (women and girls, male and disability) and refereeing programmes.
- Analyse, and use data and insight, to design and develop local solutions that meet local stakeholder needs across all football pathways (women and girls, male and disability).
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within football development programmes.
- Risk-assess all Association 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.
- 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.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Provide football opportunities to all communities within the Association in all areas of the game.
- Manage the Football Development team in line with personal and performance reviews; setting targets, monitoring performance and identifying training requirements.
- Manage Football Development budgets and provide quarterly reports.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Association and grassroots football.
- Execute tasks and lead on areas of work as required to meet the Association changing priorities.



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FACILITY AND INVESTMENT

- Deliver all activities that ensure every affiliated football fixture is played on a 'good' quality pitch.
- Track the quantity and quality of football pitches and ground locations for affiliated fixtures.
- Develop and deliver a volunteer CPD programme to support the grass pitch programme.
- Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework and the FA's Grassroots Football Strategy.
- Ensure that each local authority area has a robust Local Football Facility Plan in place to identify priority projects for potential investment.
- Support existing facilities to meet all grant criteria including meeting the 3G pitch register standard.
- Activate priority projects from Local Football Facility Plans and deliver against Football Foundation spend targets.
- Deliver support days to provide guidance to each Football Foundation applicant and ensure progress.
- Deliver support days to monitor and evaluate previously-funded Football Foundation projects and provide guidance to ensure they are successful.
- Contribute to the development of local authority playing pitch strategies and provide responses to planning applications affecting football facilities.
- Collaborate with The FA, Football Foundation, Grounds Management Association (GMA) and Sport England.
- Develop collaborative working partnerships with local authorities, clubs, leagues, schools and other facility providers.
- Support the Association with any HQ or hub site facility development projects in conjunction with the Football Foundation and The FA.
- Promote The FA technical guidance documents to local authorities, clubs, leagues, schools and other facility providers.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within all facility and investment projects.
- Ensure contract agreements are in place with all contractors (facility hire, consultants etc.) and that these outline the requisite safeguarding responsibilities and accountabilities for all parties.





**ENGLAND
FOOTBALL**

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

- A degree level qualification or two years' sports development experience

DESIRABLE

SKILLS

ESSENTIAL

- Strategic thinking and planning skills.
- Self-motivated with excellent leadership skills and ability to build trust-based relationships.
- Excellent internal and external stakeholder relations and customer service skills.
- 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 within deadlines.
- Ability to coach, develop and manage the performance of staff.
- Exceptional communication, interpersonal and influencing skills.
- Effective report-writing and presentation skills.
- Effective prioritisation and time management skills.
- Excellent IT skills, including the use of Microsoft Office applications.
- Excellent problem-solving and decision-making skills.
- Budget management skills.
- Ability to use data to monitor and evaluate programmes.

DESIRABLE





**ENGLAND
FOOTBALL**

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Knowledge of how the County FA operates in partnership with The FA.
- Knowledge of football structures at grassroots level and the National League System.
- Knowledge of and commitment to equality, diversity and inclusion.
- Knowledge of The FA's Safeguarding Operating Standard.
- Experience of monitoring and evaluation of programmes.
- Knowledge of good people management practice.

DESIRABLE

- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of The FA's Grassroots Football Strategy and how the County FA Business Plans support its delivery.
- Knowledge and understanding of working with volunteers.

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:

24th August 2023

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

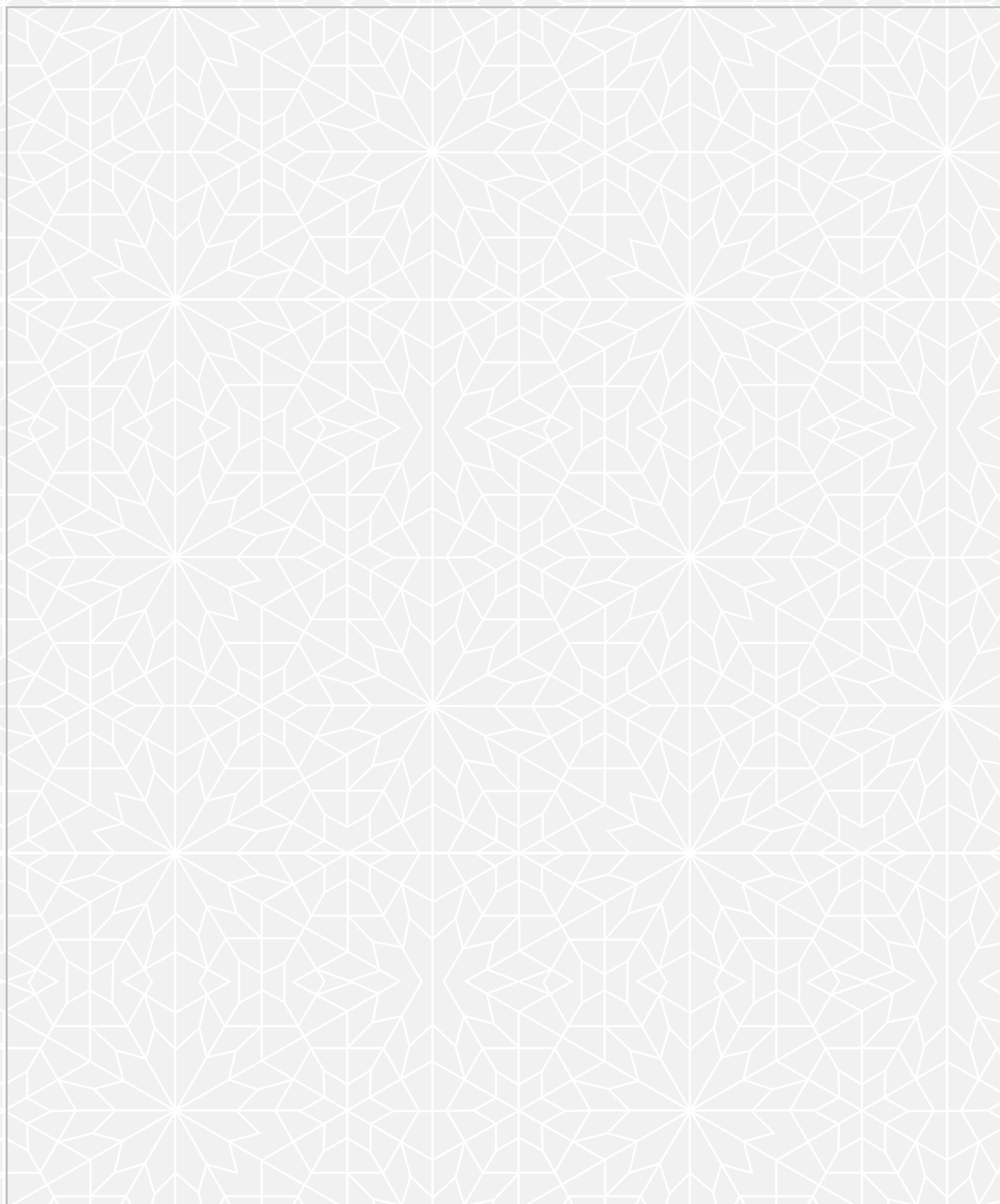
Please attach a continuation sheet if required

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.



**ENGLAND
FOOTBALL**





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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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