

DISABILITY & INCLUSION COMMUNITY ACTIVATOR RECRUITMENT PACK



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If you need any additional information or have any questions about this role you can contact **KATHRYN SMITH** on **INFO@MANCHESTERFA.COM**



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WHO ARE MANCHESTER FA?

We are the home of grassroots football in Greater Manchester and we are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation, Manchester FA is the home of grassroots football across Greater Manchester.

We are the guardian of the national game in Greater Manchester. We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our city which is steeped in football tradition and history across all levels of the game.

**"FOR A BETTER
GRASSROOTS
GAME IN GREATER
MANCHESTER"**

ROLE DESCRIPTION

DISABILITY & INCLUSION COMMUNITY ACTIVATOR

Commitment:

This is a full-time role with Manchester FA, 37.5 hours per week - working flexibly from both your home and office location. As a key delivery role, most of your time will be out in the community in which we serve - delivering football sessions. This is a fixed term contract until June 2024.

What is the role?

We are looking for a dynamic, self-motivated individual with a 'can do' attitude who wants to make a positive contribution to grassroots football in Greater Manchester. The successful applicant will need to be able to demonstrate, both in their application and at interview, their ability to deliver within Manchester FA's three core values: 'Passionate, Inspiring and Professional'.

What will you do?

- To plan and deliver disability football coaching sessions on selected days/evenings throughout each week.
- To plan and deliver inclusive football sessions to diverse members of the football community on selected days/evenings each week.
- Maintain and develop new partnerships and relationships within the local communities to market and deliver its recreational disability football programmes.
- Develop, coordinate, and contribute to the delivery of a local recreation football programmes for adults, families, and children and young people.
- Understand how to use effective leadership to deliver coaching sessions that are fun and engaging for the participants whilst understanding that they will become a role model and will need to display the correct behaviours.
- Work with local communities and workplaces to develop the recreation pathway, raising awareness of the work of disability football, growing, and diversifying participation and supporting more people to play football
- Help to develop the local workforce and community volunteers, and build capacity through bespoke education course delivery, expanding access to provision to upskill the volunteers and paid workforce in the designated area to ensure sustainability of the local programme.
- To support delivery of The FA National Game Strategy and the Manchester FA Business Strategy.
- To 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

Application Deadline **6 JANUARY 2023**

To apply, please complete the following application form, and equality and diversity monitoring form found [HERE](#)



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APPLICATION PROCESS

To apply, please complete the following application form and equality and diversity monitoring form found [HERE](#).

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact Lauren.McCorry@ManchesterFA.com who can arrange for any reasonable adjustment to be made for your application.

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged at your convenience, Manchester FA will happily work around your current commitments and responsibilities.

Manchester FA is committed to equality, diversity, and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age. You can find out more about Manchester FA's commitment to EDI in our Equal Opportunities Policy [HERE](#).

Manchester FA are committed to addressing individuals from diverse ethnic communities within the game. We aim to tackle this inequality by shortlisting for interview a minimum of two applicants with ethnically diverse, disability or female characteristics that meet the essential criteria for the advertised role.

Safeguarding is at the Heart of What we do!

Manchester FA is committed to ensuring that Safeguarding within Grassroots football is at the heart of what we do. To be successful in this role you will be required to ensure that you are committed to completing any safeguarding training that is deemed a requirement by Manchester FA or The FA. A Criminal Records Check will be completed with employment and character references requested before employment is offered.

KEY DATES

APPLICATION CLOSING DATE: 6 JANUARY

INTERVIEWS: W/C 16 JANUARY

INDIVIDUAL ROLE PROFILE

DISABILITY & INCLUSION COMMUNITY ACTIVATOR

Manchester FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply.

Role Title	Disability & Inclusion Community Activator
Reports To	Football Development Officer (Disability & Inclusion)
Direct Reports	N/A
Role Purpose	<ul style="list-style-type: none">-To plan and deliver disability football coaching sessions on selected days/evenings throughout each week.-To plan and deliver inclusive football sessions to diverse members of the football community on selected days/evenings each week.-Maintain and develop new partnerships and relationships within the local communities to market and deliver its recreational disability football programmes.-Develop, coordinate, and contribute to the delivery of a local recreation football programmes for adults, families, and children and young people.-Understand how to use effective leadership to deliver coaching sessions that are fun and engaging for the participants whilst understanding that they will become a role model and will need to display the correct behaviours.-Work with local communities and workplaces to develop the recreation pathway, raising awareness of the work of disability football, growing, and diversifying participation and supporting more people to play football-Help to develop the local workforce and community volunteers, and build capacity through bespoke education course delivery, expanding access to provision to upskill the volunteers and paid workforce in the designated area to ensure sustainability of the local programme.-To support delivery of The FA National Game Strategy and the Manchester FA Business Strategy.-To 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
Salary Band	£22,000
Time commitment	37.5 Hours per week - FIXED TERM CONTRACT UNTIL JUNE 2024.
Location	The role will involve a combination of home and office-based working and travel to various locations across Greater Manchester to meet the needs of the business Manchester FA Office Opening Hours: 9am-5pm (Mon-Fri) Manchester FA Operating Hours: 8am-8pm (Mon-Fri) & (9am-2pm) Saturdays

RESPONSIBILITIES

Disability Football

- To lead delivery on disability football sessions
 - Ensure all sessions are delivered in accordance with FA guidelines
 - Help retain and grow the number of affiliated disability football teams
 - Support and build links between schools, colleges, universities and FA-accredited clubs to support the growth in disability football.
 - Contribute to ensuring all provision is delivered in a safe environment and all first aid regulations are adhered by reporting issues to the designated necessary parties (parents/carers, partners and facility staff).
- Ensure that all safeguarding regulations are adhered to, all safeguarding concerns and incidents are to be reported to designated necessary parties and designated safeguarding lead.
- Ensure all equipment is prepared and suitable for each session (this includes first aid kits) and any issues are reported to the line manager.



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- Promote a positive and professional image at all times, including appearance and punctuality.
- Proactively engage with participants, parents/Carers, partners and facility staff.
- Attend performance reviews and CPD training as requested.
- Any other duties deemed appropriate by line manager.

Recreational and Alternative Formats of Football

- To support and deliver sessions to guide the growth of non-traditional and affiliated formats of football across Greater Manchester targeting underrepresented groups, including Refugees, Homeless, LGBT+ & diverse groups.

Equality, Diversity & Inclusion

- Work with staff across departments to support in the delivery of diversity and inclusion targets and in creating a more inclusive culture across the Manchester FA.
- Establish constructive working relationships with the key stakeholders and develop regular contact to promote collaboration and sharing of good practice.

Key Performance Indicators

- Support Manchester FA to achieve and maintain the Intermediate Level of the Equality Standard.
- To support the Diversity & Inclusion Football Development Officer with The FA National Game Strategy (2021-24) KPI, Number of Registered Disabled Players and the future of the disability player pathway

Safeguarding

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within diversity and inclusion.
- Assess all Manchester FA events and activity for under-18s and where the Manchester FA directly employ or deploy under-18 referees, coaches and volunteers to ensure 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 Manchester FA youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Manchester FA and grassroots football.

Running the Game

- 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).
- Execute tasks as required to meet the Manchester FA changing priorities.



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PERSON SPECIFICATION

Essential (Required to fulfil the role)

Educated to A Level or equivalent.
Level 2 NGB Coaching Certificate
Level 1 Football Coaching
Ability to communicate effectively with partner organisations across different sectors to plan and deliver football programmes.
Ability to encourage, motivate and enthuse diverse people to participate in football
Ability to work independently and as part of a team.
Exceptional customer service with outstanding communication and presentation skills, including basic IT skills using Microsoft Office.
Knowledge of GDPR and safeguarding of information from sessions with vulnerable participants.
Ability to work efficiently on own initiative and maintain a high standard of work.
A flexible attitude to working and willing to work evenings and weekends.
Practical experience of sports/football development including disability football/sports.
Demonstrate a working knowledge of disability, inclusion, equality, anti-discrimination and safeguarding.
Knowledge of the disability sport environment and ability to be innovative with creative solutions to positively engage and increase participation.

Desirable (Beneficial, but can be learned in role)

Two years sports development, disability or equality and diversity experience.
FA Level 2 in Coaching Football
Qualifications in any other sport
FA Coaching Disabled Footballers Award
FA Youth Module 1
FA Emergency Aid or equivalent
FA Safeguarding qualification or equivalent
In date DBS
Experience developing networks and relationships with a variety of stakeholders to support the delivery of inclusive football.
Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.
Capability to create multiple reports to compare and contribute to wider KPI's.
To plan, set and achieve objectives to deadlines, including prioritisation skills.
Excellent problem-solving and decision-making skills.
Ability to use data to monitor and evaluate programmes.
Excellent IT skills including the use of Microsoft Office applications.
Knowledge of The FA's National Game Strategy.
Experience of project management.
Knowledge of the disability sport environment and barriers to participation.
Experience of planning and delivering recreational disability football programmes.
Knowledge and understanding of working with volunteers.
Knowledge of The FA coaching qualification framework.

Values

PASSIONATE
INSPIRING
PROFESSIONAL

KEY DATES

APPLICATION CLOSING DATE: 6 JANUARY

INTERVIEWS: W/C16 JANUARY

APPLICATION FORM

DISABILITY & INCLUSION COMMUNITY ACTIVATOR

Please return this completed application form and completed equality monitoring form HERE to INFO@MANCHESTERFA.COM before 6 JANUARY 2023. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, FAO Kathryn Smith - Football Development Manager. National Squash Centre, Gate 13 Rowsley Street, Etihad Campus, M11 3FF

Your application can be accompanied by a CV if you wish. The decision to invite you to attend for interview will be based on the information you provide on this form. Manchester FA is an Equal Opportunities Employer.

Title	<input type="text"/>
First Name(s)	<input type="text"/>
Last Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
FA Number (if known)	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Do you hold a full current UK driving licence?

YES NO

Do you have access to your own personal transport?

YES NO

Do you currently have an in-date FA DBS check?

YES NO

Completion of a FA DBS check will be required before starting the role.

Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974? (You do not need to declare anything that is deemed 'spent')

YES NO



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EDUCATION & TRAINING

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

Dates	Place of Learning	Course or Qualification	Grade

EMPLOYMENT & VOLUNTEERING

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work.

Dates	Employers Name	Job Title	Key Responsibilities / Achievements

INTERESTS, HOBBIES & LIVED EXPERIENCE

Please tell us about any interests, regular hobbies, lived experience you have that complement the skills and knowledge required in this role.

Interest / Hobby / Lived Experience	How does this support your application?

MEMBERSHIP OF PROFESSIONAL BODIES

Please list any professional bodies that you are a member.

Membership Body	Membership Type



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HOW I MEET THE REQUIREMENTS

DISABILITY & INCLUSION COMMUNITY ACTIVATOR

Please ensure you have read and fully understand the recruitment pack for this role. Please contact Lauren.Mccorry@ManchesterFA.com who can arrange for reasonable adjustments to made for your application.

Please explain why you think you are well suited to meet the purpose of this role? (5000 Characters)

(Please make sure to include any specific knowledge, paid work, voluntary work, or lived experience that demonstrates your skills relevant to this role.)

Please explain what considerations you would highlight when planning recreational football programmes to help increase the attendance and growth of disability participants within your community football sessions? (2500 Characters)

Please describe your understanding of the challenges underrepresented and ethically diverse groups of people across the Greater Manchester community face and highlight strategies you would use or develop to help overcome these?(2500 Characters)

Please describe the key stakeholders you would engage with to increase the number of disability and inclusive football players in the community (2500 Characters)

How do I meet the values of Manchester FA? (2500 Characters)

Manchester FA's culture and organisational structure is built on the three principle core values. Please provide evidential information and experiences of how you best demonstrate Manchester FA's three core values?



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ADDITIONAL INFORMATION

Manchester FA are committed to equality, diversity, and inclusion. Under the Equality Act 2010, Manchester FA are happy to complete any reasonable adjustments required by applicants with additional needs.

Please detail any adjustments you require to be made if you are invited to interview.

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

If you were successfully appointed to the role what annual salary would be looking to obtain?

REFERENCES

Please provide details of two referees below. Personal references are accepted when no professional or academic reference is available.

	First Referee	Second Referee
Name		
Address		
Postcode		
Phone		
Email		
Relationship to You		

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

The final date for consideration of applications is 6 JANUARY 2023
Either email: Info@ManchesterFA.com

Or post and address as follows:
Strictly Private & Confidential
Kathryn Smith Football Development Manager
National Squash Centre
Gate 13 Rowsley Street
Etihad Campus
Manchester
M11 3FF



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