

EQUAL GAME AMBASSADOR (WOMEN & GIRLS FOOTBALL) RECRUITMENT PACK



**GREATER
MANCHESTER
FOOTBALL**



IN THIS PACK...

1 WHO ARE MANCHESTER FA?

2 ROLE DESCRIPTION

3 APPLICATION PROCESS

4 INDIVIDUAL ROLE PROFILE

5 PERSON SPECIFICATION

6 EXTRA INFORMATION

If you need any additional information or have any questions about this role you can contact **LEIGH GELL** on SUPPORT@MANCHESTERFA.COM



**GREATER
MANCHESTER
FOOTBALL**



**GREATER
MANCHESTER
FOOTBALL**

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.

These are exciting times for Manchester FA following successfully being a Host City for UEFA EURO 2022, we have seen a rise in demand for Women & Girls football across Greater Manchester and we are planning to grow our opportunities further in the next 12 months.

The successful candidate for this role will be instrumental in helping the County FA to deliver this. You can find out more about Manchester FA and the work we do on our website here: <https://www.manchesterfa.com/>

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

ROLE DESCRIPTION

EQUAL GAME AMBASSADOR (WOMEN & GIRLS FOOTBALL)

Commitment:

This is a casual contract of 50 hours per contract - working flexibly from both your home and office location. Salary of £25ph.

What is the role?

Manchester FA is looking for an enthusiastic and experienced individual with a passion for grassroots football to join the team. The successful candidate will be responsible for support grassroots football clubs to apply their learnings from the Equal Game Training and build their own Equal Game Action Plan; creating more accessible opportunities for women and girls.

What will you do?

- Engage with selected England Football Accredited clubs following their completion of the 'Equal Game Training'
- Signpost and help clubs access relevant support
- Support clubs to build and sustain relationships with relevant local partners
- Collaborate with County FA staff, national FA staff, and other grassroots football stakeholders
- Maintain records of the support being provided to grassroots club

What we can offer?

- 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.
- Holiday entitlement.
- Other benefits.

Application Deadline **6 NOVEMBER 2022 - 17:00PM**

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

If you need any more information or have any questions about this role you can contact **LEIGH GELL** on SUPPORT@MANCHESTERFA.COM.



**GREATER
MANCHESTER
FOOTBALL**



**GREATER
MANCHESTER
FOOTBALL**

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 Alex.West@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 historically underrepresented groups 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. Ensuring that all our officers and volunteers involved in Manchester FA and 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 NOVEMBER - 17:00PM

INTERVIEWS: TBC

INDIVIDUAL ROLE PROFILE

EQUAL GAME AMBASSADOR (WOMEN & GIRLS FOOTBALL)

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

Role Title	Equal Game Ambassador (Women & Girls Football)
Reports To	Football Development Officer (Women & Girls)
Direct Reports	N/A
Role Purpose	-Support grassroots football clubs to apply their learnings from the Equal Game Training and build their own Equal Game Action Plan; creating more accessible opportunities for women and girls.
Salary Band	£25per hour
Time commitment	50 hours per contract - casual worker
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

- Attend the 'Train the Trainer' course date on Tuesday 29th November @ West Riding FA
- Work with County FA Leads to collaboratively deliver the local 'Equal Game' Training
- Work with England Football Accredited clubs following their completion of the 'Equal Game Training' to support in the creation of a bespoke female football game plan. This outlines new club-based opportunities for female players which may include new playing provisions, coaching development, volunteering roles, and creating safe environments.
- Support with engagement at every level of the club to maximise and sustain these opportunities for female players.
- Signpost and help clubs access relevant support including funding and coach development opportunities via the County FA, and FA Women & Girls Coach Development network.
- Support clubs to build and sustain relationships with relevant local partners such as charitable organisations, educational establishments, alongside other key partners to promote the new opportunities.
- Collaborate with County FA staff, national FA staff, FA Women & Girls Coach Mentors, FA Women & Girls Community Champions, 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.



**GREATER
MANCHESTER
FOOTBALL**



PERSON SPECIFICATION

Essential (Required to fulfil the role)

Can demonstrate a history of success in developing female grassroots football opportunities and/or an experienced sports development professional.
Experience of facilitating and engaging with volunteers.
Experience of engaging with external partners and stakeholders.
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 female 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.
Flexible in approach with willingness to work evenings and weekends, as well as travel across the County.
IT proficient- confident with setting up and actively taking part in online meetings.

Desirable (Beneficial, but can be learned in role)

Experience of volunteering within a grassroots football club as a Committee Member.
Experience of mentoring others.
Experience of accessing external funding.
Knowledge of The FA's strategy for Women & Girls Football; Inspiring Positive Change.
Knowledge of the England Football Accreditation Framework and the existing support and resources available to Accredited Clubs.

Values

**PASSIONATE
INSPIRING
PROFESSIONAL**

KEY DATES

APPLICATION CLOSING DATE: 6 NOVEMBER - 17:00PM

INTERVIEWS: TBC

APPLICATION FORM

EQUAL GAME ABASSADOR (WOMEN & GIRLS FOOTBALL)

Please return this completed application form and completed equality monitoring form [HERE](#) to INFO@MANCHESTERFA.COM before 6 NOVEMBER 2022 17:00 PM. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, FAO Leigh gell - Football Development Officer (W&G). 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



**GREATER
MANCHESTER
FOOTBALL**

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



**GREATER
MANCHESTER
FOOTBALL**

HOW I MEET THE REQUIREMENTS

EQUAL GAME AMBASSADOR (WOMEN & GIRLS FOOTBALL)

Please ensure you have read and fully understand the recruitment pack for this role. Please contact Alex.West@ManchesterFA.com who can arrange for reasonable adjustments to be 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 outline how you would encourage clubs to increase their capacity to provide opportunities for Women & Girls across Greater Manchester? (2500 Characters)

Please describe your experience(s) in grassroots football/sport, and how you would utilise this experience in the role? (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? (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?



**GREATER
MANCHESTER
FOOTBALL**

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 NOVEMBER 2022 - 17:00PM
Either email: Support@ManchesterFA.com

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



**GREATER
MANCHESTER
FOOTBALL**