

FOOTBALL DEVELOPMENT OFFICER (WOMEN & GIRLS) RECRUITMENT PACK



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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 **ANDY BAKER** 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

FOOTBALL DEVELOPMENT OFFICER (WOMEN & GIRLS)

Commitment:

This is a full-time role with Manchester FA, 37.5 hours per week - working flexibly from both your home and office location.

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 support delivery of The FA National Game Strategy and the Manchester FA Business Strategy.
- To drive implementation of The FA's growth strategy for women's and girls' football locally.
- To influence and support the growth and retention of female disability football.
- To provide a high level of service and support to Manchester FAs Member Clubs and Leagues
- 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 from time to time.

Application Deadline **31 AUGUST 2022 - 12:00PM**

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 **ANDY BAKER** on INFO@MANCHESTERFA.COM.



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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 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: 31 AUGUST 2022- 12:00PM

INTERVIEWS: 8 / 9 SEPTEMBER 2022 TBC

INDIVIDUAL ROLE PROFILE

FOOTBALL SERVICES OFFICER (APPOINTMENTS & MEMBERSHIP)

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

Role Title	Football Development Officer (Women & Girls)
Reports To	Football Development Manager
Direct Reports	Women's Recreational Officer
Role Purpose	<ul style="list-style-type: none">-To support delivery of The FA National Game Strategy and the Manchester FA Business Strategy.-To drive implementation of The FA's growth strategy for women's and girls' football locally.-To influence and support the growth and retention of female disability football.-To provide a high level of service and support to Manchester FAs Member Clubs and Leagues-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 from time to time.
Salary Band	£24,500 - £30,500
Time commitment	37.5 Hours per week
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

Key Performance Indicators	<ul style="list-style-type: none">- To be responsible for The FA National Game Strategy (2021-24) KPI, Number of Registered Female Players.- To be responsible for the FA National Game Strategy (2021-24) Measures for Wildcats, Squad, Youth Clubs with a Female Team, Female Youth Competition Pathway and Clubs with a Female Pathway
Number of Registered Female Players	<ul style="list-style-type: none">- Develop programmes to support and grow female football provision, with a focus on getting girls playing earlier in mini-soccer.- Complete an annual analysis of female football to map participation and identify gaps in provision.- Utilise the women's and girls' online mapping tool to strategically develop the game across the County FA, identifying gaps in provision and opportunities for development.- Retain and grow the number of affiliated female football teams within FA-accredited clubs with a focus on developing complete female player pathways.- Ensure that female football is inclusive, diverse and reflective of local communities.- Ensure that the development of the female game is embedded across Manchester FA and work with local strategic networks within education and the community to support the growth and retention of players, driven through key FA programmes.- Support the network of Girls' Football School Partnerships and a high-quality introduction to football for girls within primary schools.- Support clubs and leagues to grow and retain female teams, creating a female-friendly environment and an appropriate competition offer.



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- Create, maintain and communicate an inclusive player pathway for females through education, recreation, competition and talent to support growth and retention.
- Maintain and develop relationship with both Manchester City Women FC and Manchester United Women FC to maximise the impact of FA WSL to inspire participation in the female game, supporting the Female Player Development pathway through the FAs Emerging Talent Centre programme.
- Raise the profile of female football within the Manchester FA and communicate the range of female football opportunities across the pathway.

Number of Registered Disability Players

- Develop opportunities for female only participation in disability football through the planning and delivery of programmes to retain and grow participation for players with a disability aged 5+ within both affiliated and recreational setting

Female Recreational Football

- Maximise the impact of UEFA Women's Euro 2022, working in collaboration with the Host Cities and Legacy Project Group to deliver a successful Women's Recreational Football programme to grow participation.
- Strategically recruit, manage and retain Wildcats Centre, Squad and Just Play Centres and co-ordinate the workforce to support the retention of these centres.
- Support the planning implementation/piloting of new FA initiatives.

Female Football Workforce

- To lead Manchester FA Women and Girls Working Group, a network of influential grassroots volunteers and role models to consult, challenge and shape delivery plans to grow the game and ensure an independent voice is heard for female football.
- Create a coach identification process to support the growth, retention and transition of female coaches through The FA coaching qualifications.
- Work in partnership with the Referee Development Officer to support the development of female referee recruitment and retention initiatives.
- Consult with the Manchester FA Inclusion Advisory Board (IAG) on key priorities and developments to support a more inclusive and diverse game.
- Contribute effectively to the North West Joint Liaison Committee for the benefit of Manchester FA member clubs and Leagues
- Identify and shine a light on female role models across the female game to inspire the next generation and cohort of female volunteers, coaches and referees.

Safeguarding

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within female football development programmes.
- Risk-assess all Manchester FA events and activity for under-18s and where the Manchester FA 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 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)

A degree level qualification or equivalent experience.
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 creative 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 (Beneficial, but can be learned in role)

Passionate about working in women's and girls' football.
Knowledge and understanding of the barriers to participation faced by females.
Knowledge of The FA's growth strategy for women's and girls' football.
Knowledge and understanding of the infrastructure and networks that exist within education, recreation, competition and talent that can support the development of women's and girls' football.
Knowledge of the structure and partner organisations within football both 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.
Two years' sports development experience
Previous experience of line management.
Practised at developing networks and relationships with a variety of stakeholders in order 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.
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.

Values

PASSIONATE
INSPIRING
PROFESSIONAL

KEY DATES

APPLICATION CLOSING DATE: 31 AUGUST 2022 - 12:00PM

INTERVIEWS: 8 / 9 SEPTEMBER 2022 TBC

APPLICATION FORM

FOOTBALL DEVELOPMENT OFFICER (WOMEN & GIRLS)

Please return this completed application form and completed equality monitoring form HERE to INFO@MANCHESTERFA.COM before 31 AUGUST 2022 12:00 PM. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, FAO Andy Baker- 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

FOOTBALL DEVELOPMENT OFFICER (WOMEN & GIRLS)

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 made for your application.

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

(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 the ways in which you would maximise the legacy of Women's Euro 2022 to grow the female game in Greater Manchester?

Please describe your experience(s) in grassroots football/sport, and how you would utilise this experience to help inspire the next generation of female players, coaches, referees and volunteers?

Please describe your experience in project management and working towards multiple deadlines?

How do I meet the values of Manchester FA?

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 31 AUGUST 2022 - 12:00PM
Either email: Info@ManchesterFA.com

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



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