



MIDDLESEX FA
CUP WINNERS

RECRUITMENT PACK

Club Development Support





Who we are

Middlesex Football Association are a charitable organisation providing everyone with the opportunity to participate in football across our Boroughs which are the most densely populated and diverse in the country.

We aim to ignite positive change through the power of football. The purpose of everything we do is to unite communities, tackle inequalities, and promote health across our county. Our values are integral to everything we do. We are committed to making the grassroots game better. Through continuous connection with our local community, we will work creatively and collaboratively to enhance their experience.

We nurture the grassroots game, fostering a love for the sport that extends far beyond the pitch. By building strong relationships with our community, we will understand their needs and will develop solutions together, to ensure everyone has the chance to participate.

With unwavering dedication and a spirit of innovation, we are building a Middlesex where football flourishes, inspiring a brighter future for all.

Our Strategy

'Realising Our Potential' is our current four-year strategy which is made up of four strategies which include Commercial, Middlesex Community Football Centres, Equality, Diversity and Inclusion, and a Grassroots Strategy.

Our Purpose

Inspiring positive change through football by uniting communities, tackling inequalities and improving the health of the Middlesex Football community.

Our Values

We are Committed – We are committed to governing the game in a way that is fair and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity.

We are Creative – We are creative, always finding new ways to stay ahead and serve our football community. We learn from our experiences and focus on the future.

We are Collaborative – We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are listening to feedback and meeting their needs. We will collaborate as a team to share knowledge, provide feedback and work as a team to meet our common goal.

We are Connected – We are connected with our community, operating with a customer-focused approach that puts our participants at the heart of what we do.

For further information on Middlesex FA please visit our website and please review our Annual Report and our four-year strategy 'Realising Our Potential'.

Season Review link <https://www.middlesexfa.com/news/2023/jun/15/season-review>

Strategy link <https://www.middlesexfa.com/about/strategy-2024-28>

ROLE DESCRIPTION

CLUB DEVELOPMENT SUPPORT

What is the role?

We are looking for a Club Development Support to help develop our club network, primarily focussed on England Football Accreditation and assisting with the annual renewal process.

As well as this, the role encompasses providing excellent customer service, including supporting use of the FA Club Portal, and Coordinating the administration and organisation of local events and support services

Thriving Community Clubs is a key focus in our new 2024-2028 Strategy and therefore it is important to ensure that we make a positive impact in this area of work.

What will you do?

- To support the delivery of The Middlesex FA Coach Development Strategy to meet the needs of grassroots football in line with FA Education.
- To support a culture of coaching excellence through the provision of high-quality coach development opportunities, with a focus on BAME and female coaches.
- To support England Football Accredited Clubs to become more sustainable through engagement with the Thriving Community Club framework, alignment of support services and multi-stakeholder collaboration.
- To support, service and develop England Football Accredited clubs to grow and sustain opportunities whilst providing a quality experience for all players across all pathways.

Application Deadline: **Tuesday 7th January 2025**

To apply, please submit your full curriculum vitae detailing career and achievements, as well as a covering letter addressing the role description and person specifications by clicking [HERE](#).

If you need any more information or have any questions about this role, please contact management@middlesexfa.com.



APPLICATION PROCESS

To apply, please submit your full curriculum vitae detailing career and achievements, as well as a covering letter addressing how you meet the role description and person specifications by clicking [HERE](#).

Please make sure to review the recruitment pack in full before completing your application. If for any reason you are unable to access or complete the application, please contact management@middlesexfa.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 this role. The interview will be arranged at your convenience, Middlesex FA will happily work around your current commitments and responsibilities.

Middlesex 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.

KEY DATES

APPLICATION CLOSING DATE: Tuesday 7th January 2025

INTERVIEW DATE: Monday 13th January 2025



INDIVIDUAL ROLE PROFILE

CLUB DEVELOPMENT SUPPORT

Role Title: Club Development Support

Reports to: Club Development Lead

Direct Reports: N/A

Role Purpose: To support the delivery of the Middlesex FA Coach Development Strategy to meet the needs of grassroots football in line with FA Education.

To support a culture of coaching excellence through the provision of high-quality coach development opportunities, with a focus on BAME and female coaches.

To support England Football Accredited Clubs to become more sustainable through engagement with the Thriving Community Club framework, alignment of support services and multi-stakeholder collaboration.

To support, service and develop England Football Accredited clubs to grow and sustain opportunities whilst providing a quality experience for all players across all pathways.

Starting Salary: £22,500

Working Hours: 35 hours per week. Flexible working hours between 8:00am – 6:00pm.

Contract Type: Permanent

Location: Office/home based (Middlesex FA HQ, UB5 5FA) with regular travel across the county.

RESPONSIBILITIES

- To support the delivery of the Middlesex FA coach development programme, including CPD, coach mentoring, and liaising with key stakeholders to meet the needs of the game.
- Assist with an annual coach development plan to support high-quality coaching opportunities across grassroots football.
- Promote and assist England Football Accredited Clubs with their annual renewal process.
- Deliver exceptional customer support to volunteers using FA Technology systems, particularly the Club Portal, to ensure Accredited criteria is maintained throughout the year.
- Support England Football Accredited Clubs with writing and implementing development plans to help realise their ambitions.
- Develop and implement localised incentives and rewards for England Football Accredited Clubs.
- Target new development initiatives and pathway growth towards the network of Accredited Clubs to provide more opportunities for people to play and enjoy football within these environments.
- Promote positive behaviour in youth football and support with FA national campaigns and interventions.
- Execute tasks as required to meet the Middlesex FA changing priorities.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Middlesex FA and grassroots football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within club development programmes.
- To contribute to the effective implementation of The FA's Safeguarding 365 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.
- To support delivery of The FA Grassroots Football Strategy and the Middlesex FA Business Strategy.
- Execute tasks as required to meet the changing priorities within the Middlesex FA.

PERSON SPECIFICATION

Essential (Required to fulfil the role)

- Educated to A Level or equivalent.
- Practical experience of sports/football development and involvement in a club or league.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Ability to work strategically with partner organisations across different sectors to plan and deliver programmes.
- 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.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of The FA coaching qualification framework.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

Desirable (Beneficial, but can be learned in role)

- Two years' sports development experience.
- FA coaching qualification. (minimum FA Level 1)
- Practised at developing networks and relationships with 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.
- Knowledge of The FA's Grassroots Football Strategy.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.

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WHY WORK FOR MIDDLESEX FA?

CYCLEScheme

Staff can purchase commuter bikes and cycling accessories which is taken before tax as a salary sacrifice and paid back to MFA over a 12 month period.

BIRTHDAY

We give you your birthday off! If it falls on a Saturday or Sunday, you will be given the Friday or Monday.

ADDITIONAL DAYS

We choose to close the office and give you time off at Christmas but reviewed yearly. We give you two volunteering days a year (to take place in Middlesex).

STAFF SOCIALS

Our team training days always contain social activity.

TRAINING

We offer financial and professional support for education and training (linked to your role) but supportive of your own personal development.

ACCESS TO FA TICKETS

Staff Members have the opportunity to purchase tickets, allocated to County FAs, for England internationals and the FA Cup Final.

FLEXIBLE AND AGILE WORKING

We offer flexible working, giving you the opportunity to work from home, remotely and to manage your own time around your personal life and family.

STAFF DISCOUNT

Staff can purchase goods from Rectory Park at a discount.



Middlesex FA

