



**MIDDLESEX FA**  
**CUP WINNERS**

# **RECRUITMENT PACK**

**Football Development Officer**





## **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/2024/aug/08/annual-review-2024>

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

# ROLE DESCRIPTION

## FOOTBALL DEVELOPMENT OFFICER

### What is the role?

We are looking for a Football Development Officer to strategically coordinate male, female and disability football provision across Middlesex FA.

As well as this, the role encompasses strategic planning and support for the wider game supporting sessional and team-based football, including raising standards and ensuring a safe and inclusive game.

Improve playing choice and experience is a key focus in our new 2024-2028 Strategy and therefore it is important to ensure that we continue to make a positive impact in this area of work.

### What will you do?

- To support deliver of The FA Grassroots Football Strategy and the Middlesex FA Business Strategy.
- To strategically coordinate male, female and disability football provision across Middlesex FA and local area.
- To develop and deliver a sustainable plan for growth and quality across male, female and disability pathways.
- 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: **Sunday 6<sup>th</sup> April 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](mailto: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](mailto: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: Sunday 6<sup>th</sup> April 2025**

**INTERVIEW DATE: Monday 14<sup>th</sup> April 2025**



# INDIVIDUAL ROLE PROFILE

## FOOTBALL DEVELOPMENT OFFICER

**Role Title:** Football Development Officer

**Reports to:** Development & Workforce Lead

**Direct Reports:** N/A

**Role Purpose:** To support delivery of The FA Grassroots Football Strategy and the Middlesex FA Business Strategy.

To strategically coordinate male, female and disability football provision across Middlesex FA and local area.

To develop and deliver a sustainable plan for growth and quality across male, female and disability pathways.

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.

**Starting Salary:** £26,000 per annum

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

**Contract Type:** Fixed term until 30<sup>th</sup> June 2028

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

## RESPONSIBILITIES

- Work collaboratively through local strategic networks within the community to support the growth and retention of both team-based and sessional-based opportunities for male, female and disability players.
- Map casual and team-based opportunities in clubs, community organisations, and leagues and target gaps in male, female and disability football provision across key programmes, age groups and formats.
- Utilise and deploy all aspects of national FA support to help improve player choice and to help drive equal opportunities for women and girls such as The Equal Game programme and Community Champions.
- Utilise and deploy all aspects of national FA support to help drive access and develop opportunities for disabled people in football such as Journey to Inclusion Training, Disability Football Mentors, Coaching Disabled Footballers Learning Offer, and Regional Disability Coach Mentors.
- Lead on the growth and development of existing and new leagues and competitions for male, female and disability teams across all ages and formats of the game.
- Retain and grow the number of affiliated male, female and disability football teams with an emphasis on creating player pathway opportunities within England Football Accredited clubs.
- Retain and grow the number of casual opportunities to play using FA participation programmes such as Just Play, Wildcats, Squad and Comets.
- Embed research, insight and effective measurement into planning, decision-making and delivery across the game to meet the needs of players.
- Support the planning, implementation and piloting of new FA initiatives.
- Facilitate the movement of male, female and disability players transitioning from youth to adult football and school to community provision, working through the network of Barclays Girls' Football School Partnerships.
- Support with the identification of talent in the female pathway, and the development and operations of Emerging Talent Centres within the county.
- Work with the Middlesex FA Club, Workforce & Development teams to deliver a comprehensive workforce plan that supports male, female and disability football across coaches, referees, volunteers and young leaders.
- Work with the Middlesex FA Club, Workforce & Development teams to raise the profile of grassroots football and communicate the range of football opportunities across the pathway.
- Ensure that male, female and disability football is inclusive, diverse and reflective of local communities, and consult with the Middlesex FA Equality & Equity Board (EEB) on key priorities and developments.

- Identify sources of funding that will be of benefit to grassroots football and provide appropriate advice and support to applicants.
- 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 all development programmes.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems.
- Execute tasks as required to meet the Middlesex FA changing priorities.

## **PERSON SPECIFICATION**

### **Essential (Required to fulfil the role)**

- Educated to A Level or equivalent.
- 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 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.
- Practical experience of sports/football development.
- Passionate about working in female and disability football.
- Knowledge and understanding of the barriers to participation faced by female and disabled players.
- Knowledge and understanding of the infrastructure and networks that exist within education, casual, competition and talent environments that can support the development of female and disability football.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of The FA coaching qualifications and coach development 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)**

- A qualification in sports development.
- 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 Grassroots Football Strategy.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.

## KEY DATES

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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

