



NORFOLK COUNTY FA CAREERS

WORKING TOGETHER TO SUPPORT
#NORFOLKFOOTBALL

DISABILITY FOOTBALL AMBASSADOR

DEPARTMENT	Football Development
REPORTS TO	Football Development Manager
LOCATION	County HQ, Clover Hill Road, Norwich, NR5 9ED
CONTRACT TYPE	Casual
SALARY	£25 p/h
CLOSING DATE	26/06/23

APPLY

EQUALITY & DIVERSITY FORM



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OUR ORGANISATION

Norfolk County FA is the not-for-profit, governing body of football in Norfolk. Founded in 1881, it governs, regulates and develops grassroots football across the County, sitting under the umbrella of The FA.

We oversee 12 leagues, 270 clubs and over 1,500 teams, with over 25,000 participants of all ages playing football each week. Thousands more people of all demographics are involved in the local game via coaching, refereeing, and volunteering.

We manage 11 County Cup Competitions each season, oversee match official recruitment and appointments, and operate 3 state-of-the-art football facilities known as our Football Development Centres (FDC's). Our flagship venue is The FDC in Norwich which boasts the newly developed Harrod Sport Arena as well as multiple small-sided 3G pitches, along with a fully licensed bar and café.

We pride ourselves in being one of the most forward-thinking County FA's in the Country:
[Norfolk Football – A strategy for everyone.](#)



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THE
FDC
FOOTBALL DEVELOPMENT CENTRE

WORKING FOR US

We believe that Norfolk FA is a great place to work.

We are proud of our positive culture, innovation, and one team ethos as a workforce. Every member of staff has a part to play in the development of #NorfolkFootball, and together we can change lives within the local communities around the County.

We offer flexible working hours where possible, Nike teamwear kit, employee perks and benefits designed by our staff well-being working group, professional development and training opportunities, and great progression pathways across the staff structure.

Employees can be based across our three Football Development Centres, or within the new County Headquarters Office located on the grounds of The FDC in Norwich. Where appropriate, staff have the ability to work across multiple venues.



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THE
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THE ROLE

- To support the delivery of disability football provision in Norfolk.
- To provide peer-to-peer support to clubs starting a new disability football provision.
- To build trust and develop effective relationships and partnerships with England Football Accredited Clubs.
- To deliver practical support sessions to a range of club Volunteers.
- To increase participation and engagement in disability football at clubs in Norfolk, ensuring opportunities are sustainable.
- To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.



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KEY RESPONSIBILITIES

- Attend the 'Disability Football Ambassador Training'.
- Engage with selected 2 and 3-star England Football Accredited clubs following their completion of the Disability Friendly Club Training, to support in the creation of a bespoke disability game plan which will outline new club-based opportunities for disabled people which may include new playing provisions, coaching opportunities, and/or volunteering roles.
- Drive engagement at every level of club to maximise and sustain these opportunities for disabled people.
- Support clubs in building and sustaining relationships with relevant local partners such as charitable organisations, disability support groups, educational establishments, alongside other key partners, to promote the new opportunities.
- Help clubs access relevant support including funding and coach development opportunities with support from the County FA.
- To collaborate with County FA staff, national FA staff, disability football coach mentors, 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.

Generic

- Provide information and evidence on an annual basis to support County FA achieving the annual Safeguarding 365 Standard.
- Risk-assess County FA events and activity for under-18s and where the County FA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.



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PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS / TRAINING

ESSENTIAL

- Clean, full driving license

DESIRABLE

- Educated to A-level standard or equivalent

SKILLS

ESSENTIAL

- Ability to build trust and develop effective working relationships
- Ability to deliver practical support sessions to a range of club Volunteers.
- Be an advocate for disability football with an understanding of the challenges and barriers faced.
- Commitment to attend additional training provided as part of this programme.
- Proficient IT skills in Microsoft Office with experience in organising and leading virtual meetings.

DESIRABLE

- Knowledge of The FA's Gameplan for Disability Football; Football Your Way.
- Knowledge of the England Football Accreditation Framework.
- Knowledge of existing support measures available to England Football Accredited Clubs
- Understanding of how an England Football Accredited Club operates

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Can demonstrate a history of success in developing disability grassroots football opportunities.
- Experience of facilitating and engaging with volunteers.
- Experience of engaging with external partners and stakeholders.

DESIRABLE

- Experience of volunteering within a grassroots football club as a Committee Member.
- Experience of mentoring others.
- Experience of accessing external funding.

ENHANCED DBS CHECK REQUIRED?

Yes, with a check of relevant barred lists





NORFOLK FA DNA

The job holder will be expected to understand and work in accordance with the values and behaviours described below:

DNA

BEHAVIOURS

INCLUSIVE

'Having inclusion at the heart of the way that we work and operate'

- Openly collaborates with colleagues, individuals, and partners in the game
- Provides equal opportunity to people of different backgrounds, experience, and perspective

EMPATHETIC

'Demonstrating empathy with colleagues, individuals, and partners that we work with'

- Considers the impact that decisions and views may have on other people's feelings
- Demonstrates a caring and supportive approach to the thoughts and feelings of other staff members

INNOVATIVE

'Continuously looking at new ways and ideas to ensure Norfolk Football moves forward'

- Seeks out and embraces new ways of thinking and working
- Utilises the resources available to achieve the best possible outcome

PASSIONATE

'Demonstrating an enthusiasm and drive to serve Norfolk Football'

- Focused on seeing agreed goals through to completion, taking pride in their work
- Works relentlessly to overcome roadblocks or obstacles to achieve goals

TRANSPARENT

'Offering total visibility and demonstrating integrity within everything we do'

- Provides open communication internally and externally, where appropriate
- Demonstrates accountability for actions and behaviours





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WORKING HOURS

50 hours per contract, flexible but dependent upon the needs of the business. Hours of work will vary and most likely include evenings and weekends.

FURTHER INFORMATION

Interviews for the position will be held on Wednesday 12th July.

If you have any questions regarding this role or any of the information enclosed within this job pack please email Anoushka.Williamson@NorfolkFA.com



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So, you want a career in football? Well now's your chance!

Work with a great group of people in an exciting and fast paced environment that has the development of the beautiful game at its core.

Make a difference and play your part in changing lives through the power of grassroots sport.

Join us!

APPLY

EQUALITY & DIVERSITY FORM

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.

Norfolk County Football Association embraces the diversity of Norfolk Football and promotes equal opportunities for all. We welcome applications from all candidates regardless of age, race, disability, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, sex and religion or belief.

Norfolk County FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.



Norfolk County Football Association Ltd
Registered Office: Norfolk County FA, theFDC, Clover Hill Road, Norwich, NR5 9ED
Incorporation No: 3830562 England
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