



NORFOLK COUNTY FA CAREERS

WORKING TOGETHER TO SUPPORT
#NORFOLKFOOTBALL

Football Development Officer (Projects)

DEPARTMENT	Football Development
REPORTS TO	Football Development Manager
LOCATION	County HQ, Clover Hill Road, Norwich, NR5 9ED
CONTRACT TYPE	Full-time, 1 year FTC
SALARY	£20,400
CLOSING DATE	20/07/23

APPLY



EQUALITY & DIVERSITY FORM



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THE
FDC
FOOTBALL DEVELOPMENT CENTRE

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 1500 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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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 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 ROLE

- To lead the creation, organisation and delivery of a male "Supervets" provision at The FDC in Norwich
- To lead the creation, organisation and delivery of a female Veterans provision at The FDC in Norwich, with an accompanying recreational session
- To lead the creation, organisation and delivery of a County-wide disability specific provision, culminating in the inception of a disability league provision
- To support the administration and delivery of a County-wide Coaching CPD provision, including a specific focus on Women's and Girls' and ethnically diverse coaching support
- To provide support to the Football Development department in the delivery of their operational plan
- To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs



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KEY RESPONSIBILITIES

Male Pathway

- Lead the delivery and administration of a new male "Supervets" provision, including promotion, financial management and operational management of the programme.

Female Pathway

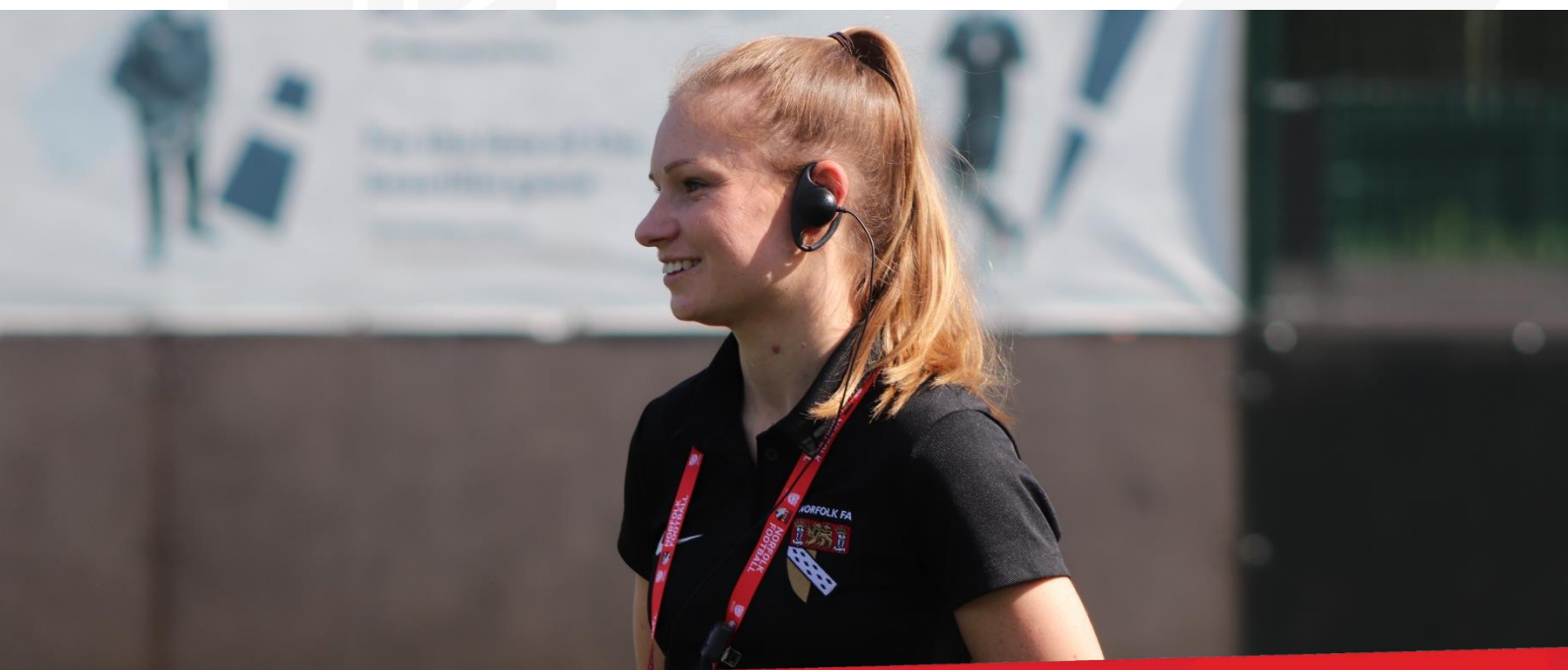
- Lead the delivery and administration of a new female Veterans provision, including promotion, financial management and operational management of the programme.

Disability Pathway

- To lead the creation, organisation and delivery of a County-wide disability specific provision, culminating into the inception of a disability league provision.

Coaching

- To support the delivery of a County-wide coach development provision (North, South, East & West), including ethnically diverse and female specific sessions
- Lead the establishment of a female coaching programme supporting coaches taking their first steps into coaching
- Lead the development of a diverse coaching excellence group, identifying and supporting talented coaches through their coaching journey to paid/professional opportunities.



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PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS / TRAINING

ESSENTIAL

- Educated to A-level standard or equivalent
- Clean, full driving license

DESIRABLE

- FA Level 1 / Introduction to coaching qualification
- Relevant safeguarding training

SKILLS

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes
- Project management skills
- Excellent organisation and planning skills
- Ability to work on your own and as part of a team
- Be able to demonstrate the use of individual initiative
- IT literacy
- Sound numeracy skills
- Experience of using Microsoft Office including Outlook, Word & Excel
- Evidence of innovation and problem solving
- Ability to influence and negotiate
- Ability to work sensitively and professionally with children with a disability

KNOWLEDGE AND EXPERIENCE

- Knowledge of grassroots football and it's structures
- Experience managing projects
- Experience of working with people with disabilities and/or under-represented groups
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locally

ENHANCED DBS CHECK REQUIRED?

Yes, with a check of relevant barred lists



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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

Full-time – 37.5 Hours Per Week

Core working hours are between 9am-5pm Monday - Friday. Within these core hours, regular Thursday evening work will be required for part of the year. Alternative working hours may be agreed with your line manager & CEO upon appointment.

This position may require some other evening and weekend work.

FURTHER INFORMATION

If you have any questions regarding this role or any of the information enclosed within this job pack please email Rachel.Cossey@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



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