



NORFOLK COUNTY FA CAREERS

WORKING TOGETHER TO SUPPORT
#NORFOLKFOOTBALL

CLUBS & FACILITIES OFFICER

DEPARTMENT	Executive
REPORTS TO	Deputy CEO
LOCATIONS	Norfolk County FA, Clover Hill Road, Norwich, NR5 9ED
CONTRACT TYPE	Permanent
SALARY	£23,500 - £29,500
CLOSING DATE	Thursday 26 September 2024

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 14 County Cup Competitions each season, oversee match official recruitment and appointments, and operate 2 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:



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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 two 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 support delivery of the County FA's Business Strategy and The FA Grassroots Football Strategy.
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- To support England Football Accredited Clubs to become more sustainable through engagement with the Thriving Community Club framework
- To activate priority projects for Football Foundation investment via Local Football Facility Plans, specifically grass pitch improvements
- Provide support to project applicants seeking to access Football Foundation Small Grants
- To contribute to the effective implementation of The FA's Safeguarding 365 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.



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KEY RESPONSIBILITIES

Clubs

- Develop and manage positive relationships with 2-star and 3-star England Football Accredited clubs by engaging key club leaders.
- Engage 2-star and 3-star England Football Accredited clubs with the Thriving Community Clubs Framework and support them with completing relevant assessments for each pillar on the Club Programme Platform.
- Build and maintain relationships with key stakeholders, including FA Club Consultants, the Football Foundation, casual workforce roles (e.g. Community Champions), and other strategic partners to support the development of Thriving Community Clubs.
- Utilise insight and reporting to conduct pathway gap analyses and support 2-star and 3-star clubs in developing pathways and/or effective club partnerships to meet 3-star England Football Accredited Club criteria.
- Collaborate with FA Club Consultants to identify needs based on framework insights and design appropriate interventions.
- Adopt a strategic approach to deploying national professional services, technical experts and any local resource to support the growth and sustainability of Thriving Community Clubs.
- Identify facility development opportunities within Thriving Community Clubs and feedback to Deputy CEO & Head of Facilities.
- Develop positive relationships with the Men's National League System (NLS) and Women's Football Pyramid (WFP) clubs within the County FA.
- Understand the volunteer workforce requirements within Thriving Community Clubs and support clubs with the growth, diversity, retention and celebration of their workforce.
- 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.
- 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.



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Facilities

- Support the County FA's strategic objective that every affiliated football fixture is played on a 'good' quality grass or 3G pitch.
- Ensure the grass pitch KPI target is hit utilising the Football Foundation's Grass Pitch Maintenance Fund.
- Ensure that all Norfolk FA Groundspeople are supported by hosting 2 x CPD events annually.
- Track the quantity and quality of football pitches and ground locations for affiliated fixtures.
- Lead the County FA's remit of providing support to project applications to access Football Foundation capital grants to improve grass pitches, as well various small grant projects.
- Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework and the FA's Grassroots Football Strategy.
- Contribute towards the strategic response from Norfolk grassroots football relating to the development of Local Authority Playing Pitch Strategies and provide responses to planning applications affecting football facilities.
- Collaborate with The FA, Football Foundation, Grounds Maintenance Association (GMA) and Sport England.
- Develop collaborative working partnerships with local authorities, clubs, leagues, schools and other facility providers.
- Promote The FA technical guidance documents to local authorities, clubs, leagues, schools and other facility providers.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within all facility and investment projects.

General

- To support delivery of The FA Grassroots Football Strategy and the County FA's Business Strategy
- Awareness of all the County FA policies and procedures, ensuring that they are reviewed annually and updated where necessary.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk.
- To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs.
- Contribute to ensuring that safeguarding and equality are embedded throughout the County FA and grassroots football.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.
- Support the adoption of FA technology systems across grassroots football.
- Execute tasks as required to meet the County FA's changing priorities.





PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS / TRAINING

ESSENTIAL

- GCSEs in Mathematics and English at Grade C or above (or equivalent).

DESIRABLE

- Experience as a participant in Norfolk Football
- Clean, full driving license

SKILLS

- Ability to work independently and as part of a team.
- Project management skills and experience.
- Excellent organisational skills and the ability to prioritise workload effectively.
- Excellent problem-solving and decision-making skills.
- Ability to communicate effectively and in a manner appropriate to the audience.
- Commitment to delivering exceptional standards of customer service.
- Ability to use Microsoft Office effectively (Word, Excel, Power Point).
- Attention to detail and ability to manage accurate recording and reporting of information.
- Individual and group coaching and training skills.
- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.
- Capability to create multiple reports, budgets and plans.

KNOWLEDGE AND EXPERIENCE

- Knowledge and understanding of FA rules and regulations
- Knowledge of and commitment to equality, diversity and inclusion
- Practical experience of sports / football development including providing support to clubs and / or leagues.
- Knowledge of the FA Coaching framework
- Knowledge of the FA Safeguarding 365 Standard
- Knowledge of grassroots football structures
- Knowledge and understanding of working with volunteers.
- Knowledge of the Norfolk Education sector and its relevance to grassroots football.

ENHANCED DBS CHECK REQUIRED?

Yes, with a check of relevant barred lists





THE FDC

FOOTBALL DEVELOPMENT CENTRE

OUR VALUES & BEHAVIOURS

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

VALUES

ENGAGE

Where connection meets action

- We prioritise active involvement, meaningful interaction, and impactful connection with stakeholders, audiences, customers and communities. We strive to create compelling experiences, initiatives, and content; igniting interest, participation, and passion.

INSPIRE

Illuminating the pathway for all

- We foster pride and belonging to support wide reaching goals around participation and development. Through setting standards and championing a diverse range of role models we are looking to ignite a fire within the local population around our game.

EVOLVE

Proactively pursuing growth

- We focus on innovation and continuous improvement of our workforce, processes and the Association as a whole. We have the ambition to remain forward thinking and responsive to current trends as well as adaptable to changing circumstances in the world of football.

UNIFY

Together we achieve more

- Through uniting Norfolk Football, we as the Governing Body aspire to create a cohesive and inclusive community, bringing groups together while celebrating the diversity of the local football landscape.

BEHAVIOURS

PLAY FOR THE FRONT OF THE SHIRT



100

GIVE YOUR 100%

BE BRAVE



PUSH FORWARD

CELEBRATE TOGETHER



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WORKING HOURS

Permanent contract, 37.5 hours per week

Standard hours will be 9am-5pm, Monday-Friday.

Norfolk FA is a business that operates 7 days a week, and working hours will often vary in line with the operational needs of the Association. Please note, this role will specifically require regular evening and occasional weekend work where required.

FURTHER INFORMATION

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





WORKING TOGETHER TO SUPPORT #NORFOLKFOOTBALL

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
To find out more about how we hold personal data, please read our Privacy Policy



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