



NORFOLK COUNTY FA CAREERS

WORKING TOGETHER TO SUPPORT
#NORFOLKFOOTBALL

FOOTBALL DELIVERY OFFICER (PARTICIPATION)

DEPARTMENT	Football Delivery
REPORTS TO	Head of Football Delivery
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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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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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 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.
- Work with clubs and leagues to develop and deliver a sustainable plan for growth across both the male and female football pathways, in both traditional and non-traditional provision.
- To lead on key FA programmes to grow female football provision including Wildcats, Squad and Equal Game.
- To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs.



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KEY RESPONSIBILITIES

Participation

- Work collaboratively with The FA and key local partners to support the growth and retention of players through key FA programmes.
- Lead the Wildcats and Squad programmes including the financial management, in line with FA requirements to grow the female game.
- Lead the Equal Game Workshop Programme, including delivery of Equal Game Workshops and management of the Equal Game Ambassador to create more female friendly football provision
- Lead the development and progression of walking football in Norfolk for male and female pathway
- Support the Female Talent Pathway in Norfolk in conjunction with the Norwich City CSF and The FA
- Work closely with the Barclays Schools Sport Partnership strategic leads to ensure community provision connectivity and support within the female game.
- Plan and deliver programmes to retain and grow participation associated with the traditional affiliated form of the game
- Develop and deliver non-traditional projects that will increase participation and enrich the game beyond traditional formats, including female Veterans provision, women's walking football and women's recreational provision.
- Develop and deliver strategies that effectively manage player transition from mini soccer to youth and youth to open age to minimise player dropout.
- Analyse and make use of national and local data to design and deliver customer focussed services that support participation growth and retention.
- Identify, manage and develop relationships with key stakeholders to meet the objectives and targets of Norfolk FA, including affiliated clubs and leagues.
- Signpost Clubs to relevant funding opportunities.
- Seek and then utilise feedback from Under 18's to enhance their playing experience, fun and safety when participating in football.
- Engage with the Norfolk FA Inclusion Strategy Advisory Group to identify key initiatives and opportunities to increase the diversity of participants in football, targeting traditionally under-represented groups.
- Work with the Football Delivery Officer (Clubs & Facilities) in growing the number of 2* and 3* Clubs in Norfolk, thereby increasing participation opportunities, with a particular focus on the growth of the female pathway.





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General

- Risk assess all County FA events and activity for under-18 referees and where the County FA directly deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Provide support to the tasks undertaken by the Football Delivery Department as required.
- Contribute to ensuring that safeguarding and equality are embedded throughout the County FA and grassroots football.



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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

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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.

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
Incorporation No: 3830562 England
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