

# Norfolk County Football Association Ltd

May 2018

Dear Applicant

**RE: theFDC@OpenAcademy Apprenticeship**

Thank you for expressing an interest in the aforementioned programme. Please find enclosed an Application Pack including the Job Description and Person Specifications.

If you feel you demonstrate the necessary skills and attributes required to fulfil the criteria for the role I would welcome your application.

Should you wish to apply, please ensure your completed application reaches the County Headquarters no later than 1pm on Friday 15 June 2018.

Please mark the envelope 'Private and Confidential', for my attention.

Please note that as this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. We will also require the successful candidate to commit to completing an FA Safeguarding Children Workshop.

**Interviews for the position will be taking place on Tuesday 19 June.**

Those candidates selected for interview will be notified, via email, on or before the 15 June 2018. Should you not receive any correspondence from us by this date this means that unfortunately you have not been selected for interview.

Please be advised that no alternative dates are currently being offered for interview so it will be necessary to ensure your availability for the above dates.

I look forward to receiving your completed application.

Yours Sincerely



**Gavin Lemmon**  
Chief Executive

Norfolk County FA

theFDC

theFDC@OpenAcademy

theFDC@Flegg

County SIVES

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CountySIVES.com

PLAY COACH VOLUNTEER REFEREE CHOOSE YOUR ROLE #NORFOLKFOOTBALL



FOR ALL

**Norfolk County Football Association Application Form  
theFDC@OpenAcademy Apprentice**

<b>Surname</b>		
<b>First name</b>		
<b>Address</b>		
<b>Postcode</b>		
<b>Date Of Birth</b>		
<b>Home Telephone Number</b>		
<b>Mobile Telephone Number</b>		
<b>Email Address</b>		
<b>Twitter Handle</b>		
<b>Do you suffer from any ongoing health difficulties? Please delete accordingly</b>	<b>YES / NO</b>	
<b>If YES, please give details</b>		
<b>If appointed what period of notice are you required to give your current employers?</b>		
<b>Please indicate your current salary</b>		
<b>Please give the names and addresses of two referees who can be contacted (only in the event of your being offered the position).  Please state in what capacity they are known to you (i.e. Personal or employer, etc)</b>		

I certify that to the best of my knowledge, the above details are correct and understand that any offer of employment would be subject to satisfactory references. I also consent to Norfolk County Football Association making verification checks as appropriate (following the interview process).

**Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return this form together with your CV and a covering letter stating why you are applying for this position.

**The closing date for applications is 1pm, Friday 15 June 2018  
Interview date – Tuesday 19 June 2018**

**All applications submitted will be treated confidentially, please return your application marked 'Private and Confidential' to: The Chief Executive, Norfolk County Football Association,  
11 Meridian Way, Thorpe St Andrew, Norwich, NR7 0TA**

## Job Description

### theFDC@OpenAcademy Apprentice

**Title:** theFDC@OpenAcademy Apprentice

**Salary:** £7,500 per annum (Year 1)  
(2 Year Advanced Apprenticeship)

**Location:** Split between Norfolk County FA Headquarters, 11 Meridian Way, Thorpe St Andrew, Norwich, NR7 0TA and theFDC@OpenAcademy, Open Academy, Salhouse Road, Norwich, NR7 9DL

#### Apprenticeship

**Education Programme:** Level 3 Advanced Apprenticeship Qualification in either Leisure Management, Sports Development or Business Administration, provided by Easton & Otley College  
Plus other relevant FA Qualifications

**Working Patterns:** These will include, but not be limited to:

#### Default

Mondays: 14:30 – 22:30

Tuesdays: 14:30 – 22:30

Wednesdays: OFF

Thursdays: 14:30 – 22:30

Fridays: 09:00 – 16:30

Saturdays: 08:30 – 17:00

**Line Manager:** theFDC@OpenAcademy Manager

**Responsible to:** Norfolk County FA Chief Executive

**Purpose of Post:** To support theFDC@OpenAcademy Manager with the coordination and management of theFDC@OpenAcademy Football Facility and the delivery of the site operational plan.

#### SPECIFIC DUTIES:

- Support the Development Officer with coordinating the usage of the facility
- Act as an evening and weekend coordinator at theFDC@OpenAcademy, managing all booking taking place at the facility during that time
- Administer the **County 5IVES** programme at theFDC@OpenAcademy
- Administer the **Events & Tournaments** that run at the facility throughout the season
- Manage the stock, cashing & general maintenance of the vending machines at the facility
- Ensuring the aesthetics of the site are maintained, duties to include emptying the pitch side bins and daily litter picks
- Coordinate the delivery of Norfolk County FA Football Development initiatives taking place at theFDC@OpenAcademy
- Assist the Football Development Team based at County HQ with the delivery of key strategic priorities from the National Game Strategy

### **General Administrative Support**

Provide the necessary administration support for the company, dealing with telephone enquiries and daily visitors at County Headquarters and theFDC@OpenAcademy, providing any other support required.

### **Relevant Legislation and Company Requirements**

Carry out all duties with regard to relevant legislation, policies and procedures including:

- Norfolk County FA's Health and Safety Policy
- Norfolk County FA's Equal Opportunities Policy
- Norfolk County FA Anti-Bribery and Corruption Policy
- Undertake such other relevant duties as may from time to time be determined by the Norfolk County FA

### **FA CRC Check & Safeguarding Children**

As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. We will also require the successful candidate to commit to completing an FA Safeguarding Children Workshop.

### **Transport**

- The successful applicant will be required to have access to transport

### **Key Internal Relationships**

- theFDC@OpenAcademy Manager
- The FDC's staff based at the Bowthorpe and Flegg
- Senior Football Development Officer
- Football Development Officer
- Facilities & Investment Development Manager
- Other County FA Staff
- County FA Senior Managers

### **Key External Relationships**

- theFDC@OpenAcademy Users
- **County 5IVES** Contacts
- Open Academy Key Personnel

### **Person Specification (key skills and experience required): Essential**

- Minimum of one year FE experience
- GSCE Grade C or above in English & Mathematics
- Knowledge of grassroots football & its structures
- Some experience in coaching, leadership & administration activities
- Significant experience of using Microsoft Office including Outlook, Word, Excel & PowerPoint

### **Person Specification (key skills and experience required): Desirable**

- Excellent communication & customer service skills
- Evidence of innovation and problem solving
- Knowledge of Norfolk County FA's and Grassroots Football
- Sound 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
- Excellent interpersonal, communication, presentation and negotiation skills
- Experience of monitoring, evaluation and reporting

**Behaviours required: Essential**

- Ability to manage own time and act on own initiative as well as ability to contribute to a team environment
- Access to transport to both locations of work
- Ability to prioritise and work to strict deadlines
- Flexible attitude to work
- Commitment and understanding of sports equity principles and equal opportunities
- Willingness to work unsocial hours, including evenings, weekends and occasional overnight stays (as and when required)

**This job description is only a summary of the role as it currently exists and not meant to be exhaustive.**

**Norfolk County FA is committed to equality of opportunity and welcomes applications from all sectors of the local community.**

