



## APPLICATION INFORMATION

### **About the Norfolk FA Youth Council:**

The Norfolk FA Youth Council was formed in January 2017 and is now about to enter its sixth football season. The Youth Council has been involved with events such as Norfolk FA County Cup Finals, volunteer awards evenings, festivals of football and our own leadership events. The Council is all about giving young people a voice to impact the game in Norfolk; by providing a platform of opportunity.

The 2021-2022 Youth Council will provide an opportunity for its members to develop and exercise their leadership skills in new environments, whilst building on their legacy to inspire and invoke positive change within Norfolk Football.

#### **Essential Criteria:**

- Aged between 16 - 25
- Actively involved with Norfolk Football
- Live in Norfolk
- Must be fully committed to using this experience to develop yourself and others
- Must have or commit to obtaining an FA Criminal Records Check (CRC)

#### **Requirements of a Youth Council Member:**

- Available to attend the 2021-22 induction training event (Date: TBC)
- Available to commit to attending Youth Council Meetings (6 across the season) - online & face to face
- Engaging on the Youth Council's networking platform (Microsoft Teams)
- Completing assigned targets relating the ongoing projects
- Nominate and reward young people for the excellent work happening within Norfolk Football
- Attend or support a minimum number of three Norfolk FA events
- Adhere to Norfolk FA Youth Council terms of reference and Code of Conduct

### **Youth Council Roles**

**Chairperson** – responsible for organising and directing meetings of the Youth Council. They will support the other Youth Council members in achieving their own individual set targets which support the annual strategy.

**Vice Chairperson** – stands in for the Chairperson and helps with difficult decisions between meetings. Should liaise regularly with the Chairperson and ensure they know enough about current projects to be able to stand in at short notice.

**Inclusion Lead** – leads on the inclusion work of the Youth Council and supports the Football Development Team with inclusion based work during the season, specifically in relation to young people. Represents the Youth Council on the Inclusion Strategy Advisory group.

**Marketing Lead** – leads on all marketing work for the Youth Council including social media content, capturing information from young people in football, tracking trends, event promotion, and liaising with the Norfolk FA Marketing Team where necessary.

**Youth Council Member** – contributes to the Youth Council’s Operational Plan, completes assigned actions relating to ongoing projects, represents the views of young people in football, and supports the Inclusion and Marketing Leads where necessary.

Norfolk FA Youth Council members will be expected to understand and work in accordance with the values and behaviours described below.

NCFA DNA	Behaviours
<p><b>INCLUSIVE</b> <i>‘Having inclusion at the heart of the way that we work and operate’</i></p>	<ul style="list-style-type: none"> <li>• Openly collaborates with colleagues, individuals, and partners in the game</li> <li>• Provides equal opportunity to people of different backgrounds, experience, and perspective</li> </ul>
<p><b>EMPATHETIC</b> <i>‘Demonstrating empathy with colleagues, individuals, and partners that we work with’</i></p>	<ul style="list-style-type: none"> <li>• Considers the impact that decisions and views may have on other people’s feelings</li> <li>• Demonstrates a caring and supportive approach to the thoughts and feelings of other staff members</li> </ul>
<p><b>INNOVATIVE</b> <i>‘Continuously looking at new ways and ideas to ensure Norfolk Football moves forward’</i></p>	<ul style="list-style-type: none"> <li>• Seeks out and embraces new ways of thinking and working</li> <li>• Utilises the resources available to achieve the best possible outcome</li> </ul>
<p><b>PASSIONATE</b> <i>‘Demonstrating an enthusiasm and drive to serve Norfolk Football’</i></p>	<ul style="list-style-type: none"> <li>• Focused on seeing agreed goals through to completion, taking pride in their work</li> <li>• Works relentlessly to overcome roadblocks or obstacles to achieve goals</li> </ul>
<p><b>TRANSPARENT</b> <i>‘Offering total visibility and demonstrating integrity within everything we do’</i></p>	<ul style="list-style-type: none"> <li>• Provides open communication internally and externally, where appropriate</li> <li>• Demonstrates accountability for actions and behaviours</li> </ul>

The online application form can be accessed [here](#). Applicants must also complete the online Equality & Diversity form [here](#).

If you have any questions regarding the application process, please do not hesitate to get in contact with Football Development Officer Anna Larkins, by email on [Anna.Larkins@NorfolkFA.com](mailto:Anna.Larkins@NorfolkFA.com) or call 01603 704050.

**Key Dates to Note:**

**DEADLINE**, Applications must be submitted by no later than: **Monday 13<sup>th</sup> September 2021**

Selection Panel Decide: Wednesday 15<sup>th</sup> September (You will be informed on the 15<sup>th</sup> if successful)

If your application has been shortlisted, you will receive an invitation to attend an online interview where we will hold an informal discussion.

The online interviews will be scheduled for the week commencing 20<sup>th</sup> September 2021. You will have an opportunity to highlight preferred days and times of the week via the online application form.

*Subject to the number of applicants interview dates may be changed, you will be informed if this is the case.*