



# **NORTH RIDING COUNTY FA**

## **APPLICATION PACK**

***Football Development Officer  
(Coach Development)***



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## ABOUT NORTH RIDING FA

North Riding FA was founded in 1881. We are the local governing body for football and are responsible for the governance and development of football across Teesside and North Yorkshire working in the Local Authority areas of Stockton-on-Tees, Middlesbrough, Redcar & Cleveland, Hambleton, Richmondshire, Ryedale, Scarborough and York.

**NRCFA Purpose** Enhance football by developing an inclusive game that inspires people and communities.

**NRCFA Values** Excellence, Pride, Respect, Inclusion, Positivity



## THE ROLE

North Riding County FA is inviting applications for the position of Football Development Officer (Coach Development). Working within the Football Development Team, the successful applicant will be responsible for: leading the delivery of our coach development programme; recruiting, developing and supporting coaches and working with our clubs to improve their coaching offers.

We are looking for an individual with a huge passion for the game, who wants to make a difference to football across Teesside and North Yorkshire. The role will aim to improve the support and development available to coaches and create a more diverse coaching workforce across the county.

## WHAT CAN WE OFFER?

- The salary band for this role is £25,200 - £30,319 per annum (dependent upon experience).
- You will initially be entitled to 25 days annual leave, plus bank holidays.
- North Riding FA offers a pension scheme (3% employer contribution).
- We are committed to helping our staff maintain a healthy work-life balance, offering a hybrid-working policy to help achieve that.



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## ROLE PROFILE

### Job Title:

**Football Development Officer (Coach Development)**

### Reports to:

**Head of Football Development & Operations**

### Job Purpose (S):

- To support delivery of The FA Grassroots Football Strategy and the North Riding FA Business Strategy.
- To support delivery of the FA Learning strategy: Inspire positive change through football by raising standards of coaching and ensuring a safe and inclusive game.
- To contribute to the effective implementation of The FA's Safeguarding 365 Standard 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.

### Direct Reports:

**None**

### Location:

**North Riding FA, Broughton Road, Stokesley, Middlesbrough, TS9 5NY and occasional additional travel to other locations or overnight stays. Includes home working.**

### Working Hours:

**40 hours per week with regular evening and weekend work required.**

### Contract Type:

**Permanent**

### Salary:

**£25,200 - £30,319**

## RESPONSIBILITIES

- To recruit, support and develop football coaches.
- To coordinate, monitor and evaluate a seasonal coach development programme for North Riding FA.
- Support the implementation of the season coach development programme to leagues, clubs & providers, liaising with the FA regional coach development team and key stakeholders to meet the needs of the game.
- Work with the FA regional coach development team to create work programmes for the part time coach development workforce including Community Champions, Coach Mentors, Mentor Developers and Club Coach Developers.
- Recruit, support and develop diverse coaches through The FA qualification framework, local CPD opportunities, coach development groups and Stepping over the Sidelines programmes, with a focus on coaches from historically under-represented communities and female coaches.
- Collaborate with relevant North Riding FA football development leads (e.g. Club Development, Inclusion, Women & Girls) to achieve the above.
- Develop and deliver an annual action plan to support high-quality coaching opportunities across grassroots football.
- Design and develop practical coaching sessions that can be shared with coaches working within grassroots football clubs to help improve their confidence and player development within the club environment.
- Identify sources of funding that will be of benefit to volunteer coaches, including England Football Learning Fully Funded Place programme. Provide advice and guidance to applicants.
- Analyse, and use data and insight, to design and develop local solutions that meet coaches needs across all football pathways (women and girls, male and disability).
- Risk-assess all North Riding FA events and activity for under-18s and where North Riding FA directly deploys under-18 coaches to ensure that appropriate safeguards are in place.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within Football and Coach Development programmes.
- Provide the highest level of customer excellence to support coaches across all FA Technology systems.
- Execute tasks as required to meet North Riding FA's changing priorities.



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# PERSON SPECIFICATION

## Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>• Educated to A level or equivalent.</li> <li>• Educated to UEFA B License</li> </ul>	<ul style="list-style-type: none"> <li>• FA Tutor qualification</li> </ul>

## Skills

Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to deliver high quality coaching sessions to groups of adults and children.</li> <li>• Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.</li> <li>• Project management skills and experience - to plan, set and achieve objectives to deadlines.</li> <li>• Excellent IT skills, including the use of Microsoft Office applications.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Excellent time management and prioritisation skills.</li> <li>• Excellent problem-solving and decision-making skills.</li> <li>• Outstanding communication and presentation skills, and an ability to facilitate groups.</li> <li>• Exceptional customer service.</li> <li>• Budget management skills.</li> <li>• Report-writing skills.</li> <li>• Ability to use data to monitor and evaluate programmes.</li> <li>• Influencing skills to champion change.</li> </ul>	<ul style="list-style-type: none"> <li>• Practiced at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.</li> <li>• Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.</li> <li>• Capability to create multiple reports, budgets and plans.</li> </ul>

# PERSON SPECIFICATION

## Knowledge and Experience

### Essential

- Practical experience of sports/football development.
- Practical experience of grassroots coaching and/or coach development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of The FA coaching qualifications, coach development framework and wider learning opportunities for grassroots coaches.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

### Desirable

- Two years' sports development experience.
- Knowledge of The FA's Grassroots Football Strategy and FA Learning strategic priorities.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Experience of engaging diverse communities and historically underrepresented groups.
- Knowledge and understanding of working with volunteers.

Enhanced DBS check required?

Yes

Clean, Full Driving License?

Yes



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

NORTH RIDING FA VALUE	BEHAVIOURS
EXCELLENCE	Provide and promote the highest standards
PRIDE	Love the game, have a sense of purpose and be proud of what we do
INCLUSION	Provide opportunities FOR ALL
RESPECT	Listen and show empathy
POSITIVITY	Always adopt a positive approach



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## HOW TO APPLY

Complete the application form below:

[APPLICATION FORM](#)

Applications must be submitted by no later than:

5pm on Friday 4th October 2024

We would be grateful if candidates could also complete the below form:

[EQUALITY & DIVERSITY FORM](#)

North Riding FA embraces diversity 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 partnerships, sex and religion or belief.

North Riding Football Association 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.



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## SELECTION PROCESS

**Shortlisted applicants will be contacted no later than:  
Friday 11th October**

**Interviews will be held:  
Tuesday 29th October & Wednesday 30th October**

*If required, second interviews may be held in order to determine the most suitable candidate for the role.*

**If you have any questions, please contact:**

**John Fothergill**

**Head of Football Development & Operations**

**[John.fothergill@northridingfa.com](mailto:John.fothergill@northridingfa.com)**

**01642 717775**



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