



Job Description and Person Specification

Job title	Disability Football Ambassador
Reports to	Chris Kilburn

Job purpose(s)	
<p>The Disability Football Ambassador will help support Northumberland FA and wider football community increase opportunities for people with disabilities to become involved in football. This will be achieved by supporting 2 and 3-star England Accredited Clubs to apply the key learnings from the Disability Club Training to create and implement their own Disability Football Game Plan to provide more club-based opportunities for disabled people to play, coach and/or volunteer.</p>	
Direct reports	N/A

Location	<p>Location will be variable with visits to Club sites in Newcastle, North Tyneside, and Northumberland.</p> <p>The Office is based at Northumberland FA, Whitley Park, Whitley Road, Newcastle upon Tyne, NE12 9FA.</p>
Working hours	<p>50 hours contract over a 12-month period.</p> <p>Hours of work will vary and may include evenings and weekends</p>
Contract type	Casual Worker - £25 per hour

Responsibilities	
<ul style="list-style-type: none"> • Attend the 'Disability Football Ambassador Training'. • Engage with selected 2 and 3-star England Football Accredited clubs following their completion of the Disability Friendly Club Training, to support in the creation of a bespoke disability game plan which will outline new club-based opportunities for disabled people which may include new playing provisions, coaching opportunities, and/or volunteering roles. • Engage with NFA Inclusion Hub Clubs to support their growth and clubs creating a positive and welcoming environment for players with special educational needs (SEN). • Drive engagement at every level of clubs to maximise and sustain these opportunities for disabled people. • Support clubs to build and sustain relationships with relevant local partners such as charitable organisations, disability support groups, educational establishments, alongside other key partners to promote the new opportunities. • Help clubs access relevant support including funding and coach development opportunities with support from the County FA. • To collaborate with County FA staff, national FA staff, disability football coach mentors, external partners, and wider members of the grassroots delivery team workforce. • Maintain records of the support being provided to grassroots clubs with the aim of providing clarity on work programmes, development opportunities and sharing of good practice. 	

Person specification	
Experience	
Essential <ul style="list-style-type: none"> • Can demonstrate a history of success in developing disability grassroots football opportunities. • Experience of facilitating and engaging with volunteers. • Experience of engaging with external partners and stakeholders. 	Desirable <ul style="list-style-type: none"> • Experience of volunteering within a grassroots football club as a Committee Member. • Experience of mentoring others. • Experience of accessing external funding. • Experience of activating new sporting activity/sessions. • Experience of developing others to support them work with participants with SEN.
Knowledge, skills, and behaviours	
Essential <ul style="list-style-type: none"> • Ability to build trust and develop effective working relationships within England Football Accredited Clubs. • Ability to deliver practical support sessions to a range of club Volunteers. • An advocate for disability football with an understanding of the challenges and barriers that both players and volunteers can face. • Commitment to attend additional training provided as part of this programme. • Proficient IT skills in Microsoft Office with experience in organising and leading virtual meetings. • Flexible in approach with willingness to work evenings and weekends, as well as travel across the County. 	Desirable <ul style="list-style-type: none"> • Knowledge of The FA's Gameplan for Disability Football; Football Your Way. • Knowledge of the England Football Accreditation Framework. • Knowledge of existing support measures available to England Football Accredited Clubs. • Understanding of how an England Football Accredited Club operates.
Enhanced DBS Check required?	YES
Clean, full driving licence?	YES

The job holder will be expected to understand and work in accordance with the values and behaviours of Northumberland FA described below:	
FA value	Behaviours
ACCOUNTABLE	Each of us is responsible for our words, our actions, and our results.
PROFESSIONAL	We maintain the highest standards in everything we do and achieve, even when we fail.
RESPECT	We value everyone and treat people with dignity.
TEAMWORK	We achieve more when we collaborate and work together.

Job description reviewed and modified by:	David Jones, Head of Football Development
Date job description reviewed and modified:	03/01/2023
Job description authorised by:	Andrew Rose-Cook, CEO



Signed by job holder (on appointment):	
Date signed:	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.