

Workforce Development Manager Vacancy



A THRIVING LOCAL GAME

**SUFFOLK COUNTY
FOOTBALL ASSOCIATION**

Job Title: Workforce Development Manager

Location: Bill Steward House, The Buntings, Stowmarket, IP14 5GZ

Salary: £30,000 per annum

Hours per week: 37 hours per week

Closing Date: 11:00 on Monday 21st August 2023

Vacancy Type: Full time, permanent

The Organisation

The Suffolk FA 2021-24 strategy released on 1st July 2021, outlines our ambition and intentions to revive the local game and continue striving towards A Thriving Local Game by making progress on our four strategic objectives:

- Support and develop the local football community
- Provide a safe, inclusive and respectful experience across all football environments
- Use the power and value of football to contribute to a better Suffolk society
- Strengthen the organisation to maximise continued investment into the local game

The successful candidate will be instrumental in helping the County FA deliver this.

You can find out more about Suffolk FA and the work we do at www.suffolkfa.com.

Safeguarding

Suffolk 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 the information provided.

The Role

Suffolk FA is looking for an enthusiastic and passionate professional to lead our Workforce Development Department. The successful candidate will be responsible for leading the areas of refereeing and coaching for the organisation, including raising the quality of both refereeing and coaching by leading their team to work with key stakeholders to establish appropriate systems of development, progression and performance monitoring.

Please see the job description and person specification for a full outline of the role and desired skills, knowledge and qualities.

Key Accountabilities

- To support delivery of The FA Grassroots Football Strategy and the Suffolk Football Association Business Strategy.
- To provide strategic direction to the Suffolk FA Referee Development department.
- To develop and deliver the Suffolk Football Association Coach Development Strategy in order to meet the needs of grassroots football in line with FA Education requirements.
- To contribute to the effective implementation of The FA's Safeguarding Operating 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.



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What we can offer

- A great environment to make a difference to local football with the governing body of the grassroots game here in the heart of the County.
- A varied and exciting working life.
- Access to high-quality training, networking and personal development opportunities.
- Opportunities to progress your career across the network and wider sector.
- An Employee Assistance Programme.
- A competitive workplace pension scheme.
- Other benefits.

Equality and Diversity

Suffolk FA promotes inclusion and diversity and welcomes applications from everyone. If you have any requirements in relation to the recruitment or interview process, please include details on the application form.

The application and selection process

- Complete the Application Form and Equality and Diversity Monitoring Form and return marked 'Private & Confidential – Workforce Development Manager' to Richard Neal at richard.neal@suffolkfa.com by 11:00 on Monday 21st August 2023. Applications received after deadline will only be considered in exceptional circumstances e.g. proof of posting indicates undue delay through no fault of the applicant.
- Receipt of applications will not be acknowledged.
- Shortlisted applicants will be contacted on Tuesday 22nd August 2023.
- Face-to-face interviews will be held on Friday 25th August at Suffolk FA HQ in Stowmarket.
- If required, second interviews may be held.

Contact

If you have any questions about the role, or for an informal discussion, please contact Richard Neal on 07903 842747.