



ABOUT SURREY FA



Founded in 1890, Surrey FA has a rich history with the beautiful game. Today, Surrey FA is one of the leading County FA's in the country and is a not-for-profit organisation with charitable status. This is an exciting time for us as we continue to transform our services and set about developing our new long-term strategy to 2030.

Surrey FA supports over 3,000 teams and 60,000 players, over 1,000 referees, and 5,000 coaches. We have a network of County Members providing expertise and diversity of voice to our Working Groups, a diverse and committed Board of Trustees, and 28 staff working across 15 Local Authorities. Surrey FA was also the first CFA to achieve Intermediate Equality Standard.

WHAT IS IT LIKE TO WORK FOR US?

Surrey FA is a great place to work. We are proud of our positive culture, staff well-being, and team working. We are collaborative. We support each other. The person is as important to us as the skills you can bring.

We value the benefits of partnership working to deliver better outcomes. And we are all passionate and committed to grassroots football and changing lives across our community.

We offer flexible working hours, a benefits programme designed by our staff and you'll be based in our newly built offices at Meadowbank Football Ground, overlooking the Surrey Hills in Dorking, Surrey.

www.surreyfa.com



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JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Football Development Assistant – Inclusion
REPORTS TO	EDI (Equality, Diversity & Inclusion) Manager

JOB PURPOSE(S)

- To support delivery of The FA Grassroots Football Strategy and the Surrey FA Business Strategy.
- To support and deliver recreational activities across all participation pathways (Disability, Female & Male)
- To increase and support retention of players across all inclusive pathways (Disability pathway & Under-represented groups)
- Work to ensure that the Disability participation KPI is achieved.
- 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.

DIRECT REPORTS	N/A
LOCATION	Surrey FA HQ, Meadowbank, Dorking – with an option for remote working.
WORKING HOURS	35 hours per week plus evenings & weekends as required by business needs.
CONTRACT TYPE	1-year temporary contract.



RESPONSIBILITIES

- Support the growth of the recreational game in Surrey which will include support to providers, deliverers and on-the-day coordination of sessions & events.
- Support projects in the EDI space and work alongside the EDI Manager to ensure success and outcomes.
- Support the Football Development Team to sustain & increase participation through various initiatives & projects to ensure that we are offering opportunities for all.
- Provide advice and support to new recreational sessions in the county.
- Ensure that grassroots football is inclusive, diverse, and reflective of local communities.
- Work with grassroots clubs to ensure that there are exit routes from sessions to clubs & clubs to sessions.
- Retain and grow the number of affiliated disability football teams with an emphasis on creating player pathway opportunities within FA-Accredited Clubs (FA Charter Standard) structures.
- Coordinate the delivery of a network of recreational disability football centres for male and females across key age groups.
- Develop and service a modern and sustainable competition structure across pan-disability football, targeting under-8, under-12, under-16, and adult.
- To support and deliver against the disability talent development programme within the Surrey FA.
- Work with relevant partners including, Surrey FA clubs, providers, and other stakeholders to ensure the long-term growth sustainability of the recreational game, through education of partners or seeking funding opportunities to ensure longevity or facilitate the development of other formats of football (e.g. walking football and futsal) that reflect changing participant behaviour and expectations.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Surrey FA and grassroots football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within diversity and inclusion football development programmes.
- Execute tasks as required to meet the Surrey FA changing priorities.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

- GCSEs at Grade C (or equivalent) in English and Maths.
- FA Coaching Qualification or delivery experience.

Desirable

- A qualification in sports development.

SKILLS

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| <ul style="list-style-type: none"> ● Ability to work independently and as part of a team. ● Excellent organisational skills and the ability to prioritise workload effectively. ● Excellent problem-solving and decision-making skills. ● Ability to communicate effectively and in a manner appropriate to the audience. ● Commitment to delivering exceptional standards of customer service. ● Excellent IT skills, including the use of Microsoft Office applications. ● Attention to detail and an ability to manage accurate recording and reporting of information. | <ul style="list-style-type: none"> ● Building rapport or having a network with diverse communities or underrepresented groups. ● Willingness & ability to adapt to using new IT systems & programmes. |
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KNOWLEDGE AND EXPERIENCE

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| <ul style="list-style-type: none"> ● Practical experience in sports/football development. ● Experience of working with underrepresented groups including Disability. Knowledge and understanding of working with volunteers. | <ul style="list-style-type: none"> ● Demonstrate experience of setting up Disability football or sports provision. ● Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. ● Knowledge of The FA's Grassroots Football Strategy. |
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ENHANCED DBS CHECK REQUIRED?

YES

CLEAN, FULL DRIVING LICENCE?

YES





THE JOB HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH SURREY FA'S VALUES AND BEHAVIOURS DESCRIBED BELOW

VALUES	WORDS	BEHAVIOURS
Collaborative	Communication Teamwork Listening Support Recognition	We work together, fuelled by our passion and shared commitment to developing the game
Ambitious	Learning Passion Challenges Proactive Open	We venture into uncharted territories with open minds, being bold in our thinking and brave in our actions
Respectful	Principles Integrity Diversity Empathy Balance	We recognise everyone's individual experience and perspectives, seeking out and valuing their contribution
Excellence	Accountable Reflective Effectiveness Impact Extraordinary	We are focused on the pursuit of excellence to enable us to make a lasting impact for the football family we serve

JOB DESCRIPTION REVIEWED AND MODIFIED BY:

Emma Barnes – Head of Football Development

DATE JOB DESCRIPTION REVIEWED AND MODIFIED:

01/12/2023

JOB DESCRIPTION AUTHORISED BY:

Sally Locker - 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.

