

H  **ME**
IS WHERE IT STARTED

WEST RIDING FA

**ASSISTANT FOOTBALL
DEVELOPMENT OFFICER**

VISION:

**TO CREATE ENJOYABLE EXPERIENCES AND
HELP FORM LASTING MEMORIES THROUGH FOOTBALL**

PURPOSE:

MORE PEOPLE PLAYING MORE OFTEN



ABOUT WEST RIDING FA

The West Riding County Football Association (West Riding FA) is the governing body of football in the county of West Riding (West Yorkshire and surrounding areas). We are the 5th largest County Football Association in the country and oversee all aspects of the game within our boundary.

We are responsible for providing the structure and support that enables our players, coaches, volunteers, and referees to perform their role with ease. Our utmost priority is that every participant in our county is given the opportunity to develop in a progressive and enjoyable environment.

In addition to our governance responsibilities, we concentrate heavily on the development of the local game and maintain a strong emphasis on the evolution of our stakeholders. By promoting 'Football for All' we encourage participation from all backgrounds and sections of society, inclusive of all protected characteristics.

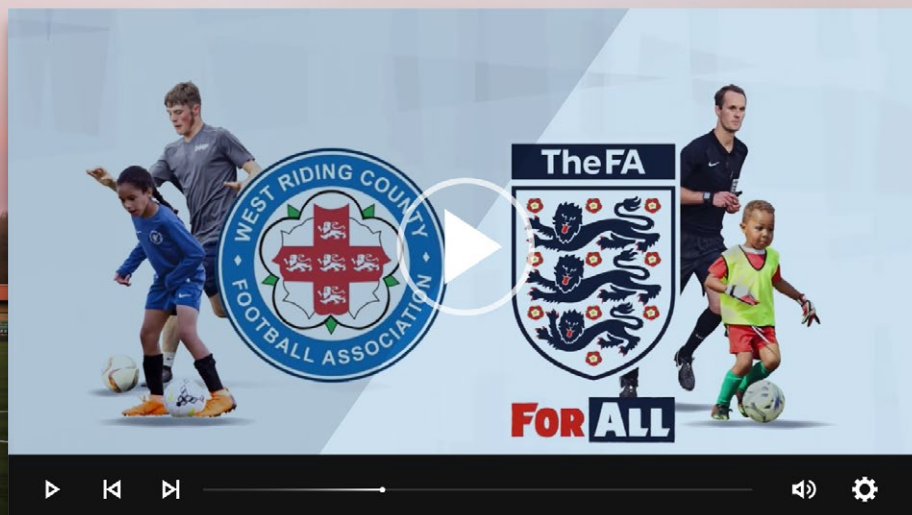
By developing innovative programmes and cultivating opportunities in alignment with our governing body (The FA), we deliver the

The FA Grassroots Football Strategy in our County. We are immensely proud of our thriving culture throughout the non-professional game, a sector widely referred to as "Grassroots" football.

We believe it is essential to uphold our traditions and embrace the legacy of our past. However, we are very much a progressive organisation, happy to celebrate our history without residing on it.

Although the West Riding FA has been the governing body of all association football in the county for over 100 years, today we are an energetic, innovative, and ever-changing organisation.

As a not-for-profit organisation, West Riding FA reinvests back into the game any surplus in funds into improving products and services to grassroots football, growing, and retaining the game at all levels and formats, and supporting the workforce and facilities infrastructure to drive the game forward.



OUR STRATEGY

Our Strategy cycle is aligned to that of the Football Association with each cycle comprising 4 years. The current being 2024-2028.



THE FA 2024-2028 STRATEGY AND
THE WEST RIDING FA 2024-2028
'LET'S TAKE OUR GAME BACK TO ITS ROOTS'
STRATEGY WILL BE LAUNCHED
IN LATE NOVEMBER 2024



ROLE:	Assistant Football Development Officer
CONTRACT TYPE:	Fixed Term 30 th June 2028
HOURS PER WEEK:	35 hours per week
SALARY:	£25,000
BASE:	West Riding County FA Headquarters, Fleet Lane, Woodlesford, Leeds, LS26 8NX
ADDITIONAL BENEFITS:	<ul style="list-style-type: none"> • Bike to Work Scheme • Cash Plan (Medical) • Nike Kit • Death in Service Insurance • Employee Pension Scheme (Scottish Widow) • Time off In Lieu Policy • Individual Training and Education Support Packages

Are you passionate about grassroots football and looking to make a real impact in the game? Join our team as an Assistant Football Development Officer! In this role, you'll be working in the Football Development team to deliver exciting football projects that support the growth and sustainability of grassroots football across the West Riding community. This is your opportunity to help shape the future of football for players, referees, and coaches, creating a positive and inclusive environment where everyone, regardless of background, feels empowered to enjoy and contribute to the game.

As an Assistant Football Development Officer, you'll be responsible for planning, delivering, and evaluating football projects to increase participation and engagement at all levels. You'll collaborate with internal teams, from Referee Development to Safeguarding, to ensure all projects meet high standards and are delivered inclusively. Building strong partnerships with key stakeholders such as club officials, referees, sponsors, and community leaders will be essential as you work to deliver county-wide programmes like the County Cup Competitions and West Riding FA Community Leagues. Additionally, you'll use data insights to identify growth opportunities and develop new initiatives that cater to the diverse needs of players, clubs, and officials. By championing positive behaviour and supporting national FA campaigns, you'll play a vital role in fostering respect at every level of the game.

We welcome applications from all backgrounds and experiences. You'll need strong project management skills, with a knack for meeting deadlines, and outstanding communication abilities

to build and maintain relationships across various groups. This role requires a team-oriented mindset, though you should also be able to work independently when needed. A data-driven approach will be crucial for monitoring and evaluating programs, as well as a customer service-focused attitude to ensure that volunteers and participants feel supported and valued. While no formal qualification is required, a working knowledge of equality, inclusion, safeguarding, and grassroots football structures, along with experience in sports development or involvement in club/league activities, will make you an excellent fit for this position.

At West Riding FA, we're committed to making football accessible, inclusive, and enjoyable for everyone. When you join our team, you'll become part of a dedicated group working to transform the grassroots game by creating more opportunities across all player pathways, enhancing accessibility and inclusivity, improving facilities, and promoting positive behaviour. If you're ready to make a difference in grassroots football, apply now to be a part of something special at West Riding FA.



JOB ROLE PROFILE

JOB TITLE:	Assistant Football Development Officer	REPORTS TO:	Senior Football Development Officer
JOBS REPORTING INTO THE JOB HOLDER:	None	WORKING HOURS:	35 hours per week
LOCATION :	West Riding FA, Fleet Lane, Woodlesford, Leeds, LS268NX	CONTRACT TYPE:	Fixed Term until 30th June 2028
ENHANCED DBS REQUIRED:	No	FULL DRIVER'S LICENCE:	Yes

JOB PURPOSE(S)

- To work as part of a Football Development Team to effectively deliver high quality football projects to meet the needs and expectations of participants in the grassroots game in the County.
- To support delivery of The FA Grassroots Football Strategy and the West Riding FA Grassroots Football Strategy.
- To support, service and develop interventions delivered by the West Riding FA to grow and sustain opportunities whilst providing a quality experience for all players across all pathways.

JOB RESPONSIBILITIES

- Plan, deliver, monitor, and evaluate football projects to grow and sustain participation in the game. Projects include those targeted at all participants, including players, referees and coaches.
- Collaborate with Football Development, Referee Development, Football Services (Discipline and Regulation) and Safeguarding to ensure all projects are delivered in line with minimum operating standards and agreed ways of working.
- Develop and manage positive relationships with volunteer led working groups, namely the Cup Competitions Working Group and Referee Working Group.
- Build and maintain relationships with key stakeholders, including Match Official Appointments Officers, participating club workforce, match officials, sponsors and other strategic partners to support the development of core development projects, including but not limited to County Cup Competitions, West Riding FA Community Leagues and Referee Mentoring Programme.
- Utilise insight and reporting to conduct pathway gap analyses and initiate new projects (or extension of existing projects) into areas of need and/or growth.

- Collaborate with the Football Development Team to identify needs based on framework insights and design appropriate interventions.
- Develop positive relationships with the sanctioned leagues and competitions to ensure a collaborative and cohesive competition framework for players across the county.
- Deliver exceptional customer support to volunteers using FA Technology systems, particularly the Club Portal and Full Time to ensure effective administration of competitions.
- Promote positive behaviour in youth football and support with FA national campaigns and interventions.
- Execute tasks as required to meet the West Riding FA changing priorities.
- Contribute to ensuring that safeguarding and equality are embedded throughout the West Riding FA and grassroots football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within club development programmes.
- 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.
- To support delivery of The FA Grassroots Football Strategy and the West Riding FA Business Strategy.

PERSON SPECIFICATION

ESSENTIAL

- **No formal qualification required**
- Ability to work collaboratively to plan and deliver football programmes.
- Project management skills and experience to plan, set and achieve objectives to deadlines.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills.
- Excellent problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills.
- Report-writing skills.

- Ability to use data and insight to monitor and evaluate programmes.
- Influencing skills to champion change.
- Demonstrate a working knowledge of inclusion, equality, antidiscrimination and safeguarding.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

DESIRABLE

- 1 year experience in Sports Development or practical experience of sports/football development and involvement in a club or league.
- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Capability to create multiple reports, budgets, and plans.
- Knowledge of The FA's Grassroots Football Strategy.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.



THE JOB HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE STRATEGIC PRIORITIES DESCRIBED BELOW.

STRATEGIC PRIORITY OBJECTIVES	
<p>IMPROVE PLAYING CHOICE AND OPPORTUNITIES</p> <ul style="list-style-type: none"> ● Evolve the youth game. ● Improve team-based football for adult male players. ● Create more opportunities to play safe, inclusive casual football. ● Support the disability game to grow and thrive. 	<p>DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES</p> <ul style="list-style-type: none"> ● Grow the number of people running the game. ● Improve the diversity of those running the game. ● Support those running the game to learn and develop. ● Celebrate and reward those running the game.
<p>DEVELOP EQUAL OPPORTUNITIES FOR WOMEN AND GIRLS TO PLAY</p> <ul style="list-style-type: none"> ● Sustain and grow more playing opportunities in schools. ● Create more team-based playing opportunities. ● Extend and enhance casual opportunities to play. ● Deliver safe and inclusive environments for women and girls to thrive. 	<p>SUPPORT THRIVING COMMUNITY CLUBS</p> <ul style="list-style-type: none"> ● Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation. ● Help clubs to become more sustainable. ● Support the current and future generation of club leaders. ● Equip clubs to add value to their local communities.
<p>BUILD MORE AND IMPROVE EXISTING FACILITIES</p> <ul style="list-style-type: none"> ● Transform grass pitch quality. ● Build more 3G pitches. ● Create inclusive and accessible facilities. ● Improve environmental sustainability. 	<p>CONNECT AND SERVE PARTICIPANTS</p> <ul style="list-style-type: none"> ● Make it easier to find information and opportunities to play, volunteer and learn. ● Improve our customer service and communications. ● Develop our digital tools to make running the game easier. ● Explore digital opportunities to enhance the football experience.
<p>TACKLE POOR BEHAVIOUR</p> <ul style="list-style-type: none"> ● Apply tougher sanctions. ● Promote positive behaviour. ● Drive collective responsibility across the game to raise standards. 	<p>PROGRESS THE GAME'S GOVERNANCE</p> <ul style="list-style-type: none"> ● Promote the highest levels of governance across the grassroots network. ● Evolve local Football Associations focused on developing football For All. ● Support the grassroots game to be financially robust. ● Support the game to be safe and well-run.

FA BEHAVIOURS

PROGRESSIVE - We embrace new thinking in the pursuit of continuous improvement, Innovation, Creative, Future thinking, Ground-breaking, Problem Solving, Challenge.

RESPECTFUL - We set the standards for respectful behaviour across the game. Maintaining Standards, Role modelling, Respecting others' opinions, and values

INCLUSIVE - We champion and ensure that football is and will remain a game for everyone. Championing, Supporting, Including, Leading, Collaborative

DETERMINED - We are tenacious and accountable to each other in serving the whole game and doing the right thing. Driven, Stamina, Tenacious, Focused, Resilient

EXCELLENT - The very best outcome can only be achieved by sustained excellence in performance. Be the best you can be, Striving for success, Excelling, Exceeding expectations.

WEST RIDING FA VISION AND VALUES

VISION: To create enjoyable experiences and help form lasting memories through football

PURPOSE: More people playing ore often.

VALUES:

1. **Simple:** We keep our communication easy to understand and our processes uncomplicated
2. **Transparent:** We make our decisions and actions open , honest and consistent
3. **Accessible:** We are there for when our customers need us
4. **Inclusive:** We ensure that everybody can enjoy the game regardless of individual difference
5. **Relevant:** We understand the views needs and expectations of every-one involved in the game
6. **Care:** We are passionate about delivering an exceptional football experience

FURTHER INFORMATION

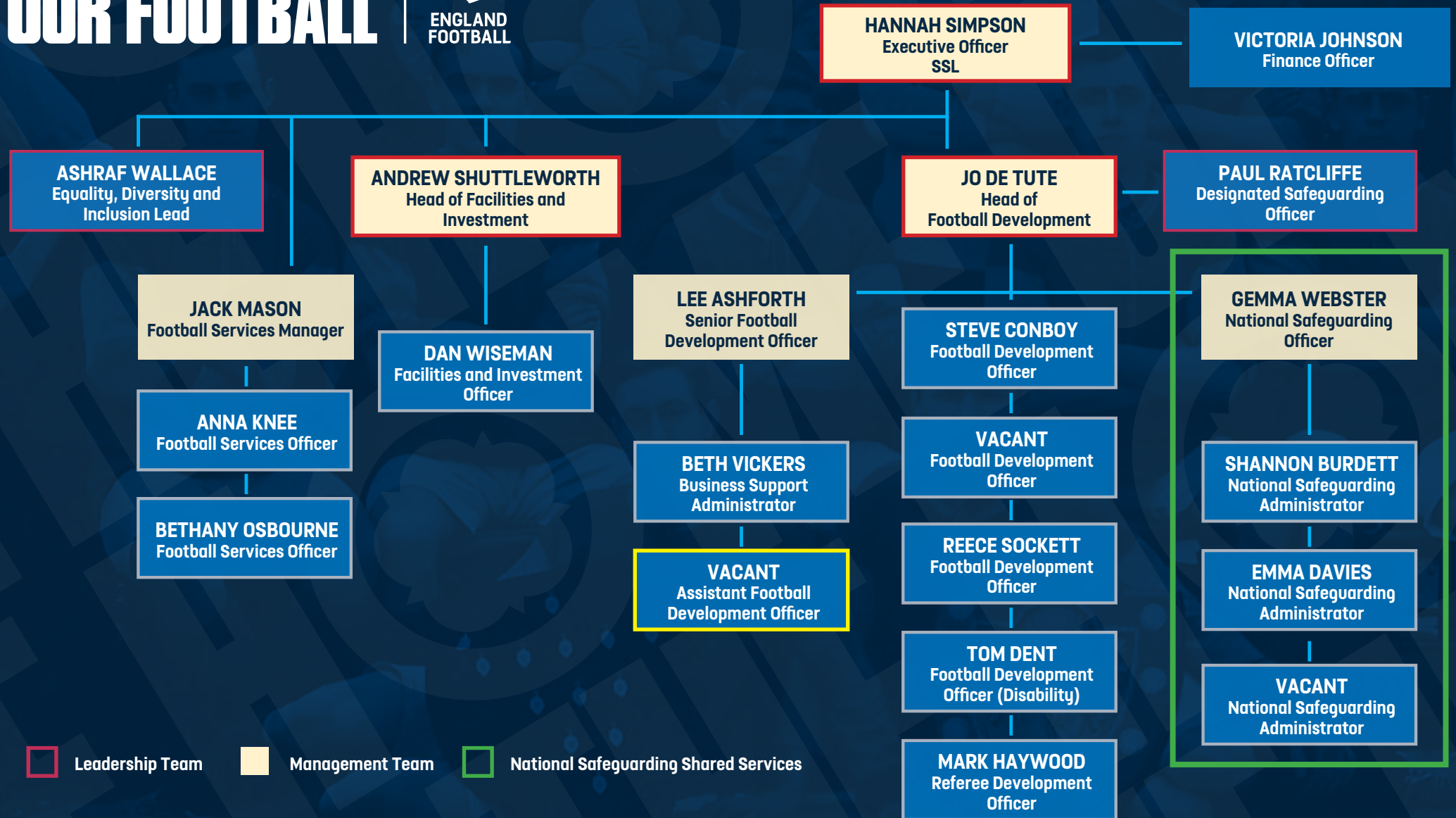
This role does not involve regulated activity with children or young people under the age of 18, within the context of the job or any subsequently related activities or responsibilities and does not require an enhanced DBS check.

STAFFING STRUCTURE

THE HOME OF
OUR FOOTBALL



ENGLAND
FOOTBALL



Leadership Team

Management Team

National Safeguarding Shared Services

For an informal conversation about the positions available, please email:



LEE ASHFORTH

Senior Football Development Officer

lee.ashforth@westridingfa.com

To apply, please complete the **APPLICATION FORM:**

[CLICK HERE](#)



This application form provides the Selection and Recruitment Team with key information directly relating to the requirements of the role advertised.

Shortlisting is outsourced to Howarths Employment Law. All applications will be scored against a consistent scoring matrix and West Riding FA will be provided with details of the highest scoring applicants. These applicants will be invited to interview.

If you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would be interested in your application.

Closing date:

Noon on Friday 13th December 2024

Interviews:

Week commencing 6th January 2025.

EQUALITY AND DIVERSITY

We (West Riding FA) are committed to equality and diversity. We strive to be fully representative of the community we serve by ensuring that all applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

Please complete the [Diversity Monitoring Form](#). Completing this form is voluntary. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information detailed will be treated anonymously and not be shared with the Recruitment Panel for the role you are applying for.

We are committed to addressing individuals from historically underrepresented groups. We aim to tackle this inequality by shortlisting for interview a minimum of two additional* applicants with ethnically diverse, disability or female characteristics that meet the essential criteria for the advertised roles only.

**these applicants are in addition to the total number of applicants agreed by the selection panel to interview.*

By completing this monitoring form, you are helping us stay relevant within grassroots football across West Riding and the wider region. As part of our continued commitment to equality, diversity, and inclusion we use the data collected in this form to shape our activities, policies, and practices.

SAFEGUARDING CHILDREN, YOUNG PEOPLE, AND ADULTS AT RISK

The West Riding FA is committed to safeguarding children, young people, and adults at risk. All eligible roles are subject to an Enhanced DBS Check. This role does not involve regulated activity with children or young people under the age of 18yrs, within the context of the role or any subsequently related activities or responsibilities and does not require an Enhanced DBS check.



THE HOME OF OUR FOOTBALL

West Riding FA

Fleet Lane, Woodlesford, Leeds, LS26 8NX

Tel: 0113 282 1222

Email: info@westridingfa.com



@westridingfa



@westridingfa



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CORINTHIAN

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The Equality Standard
A Framework for Sport

PRELIMINARY

#TOGETHER WE ARE FOOTBALL