



IS WHERE IT STARTED

WEST RIDING FA

**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.

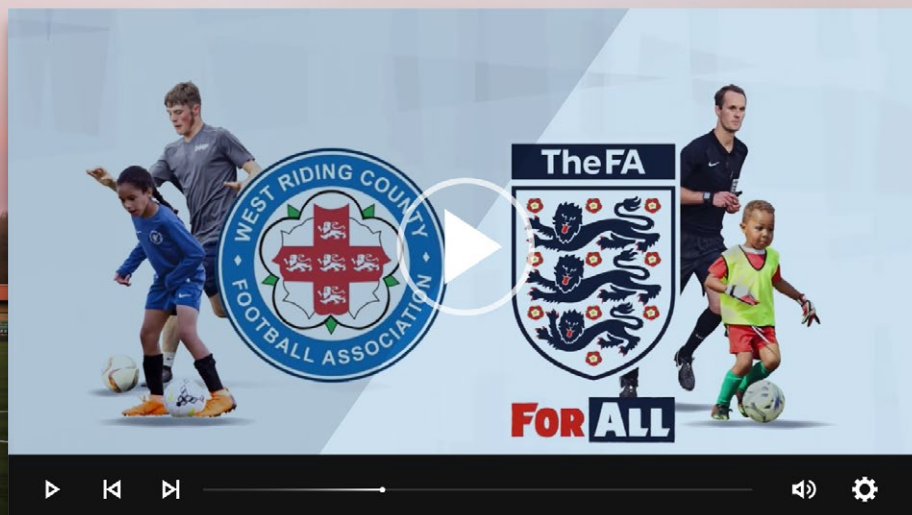
By developing innovative programmes and cultivating opportunities in alignment with our governing body (The FA), we deliver the

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**



<b>ROLE:</b>	Football Development Officer
<b>CONTRACT TYPE:</b>	Fixed Term 30 <sup>th</sup> June 2028
<b>HOURS PER WEEK:</b>	35 hours per week
<b>SALARY:</b>	£27,000
<b>BASE:</b>	West Riding County FA Headquarters, Fleet Lane, Woodlesford, Leeds, LS26 8NX
<b>ADDITIONAL BENEFITS:</b>	<ul style="list-style-type: none"> <li>• Bike to Work Scheme</li> <li>• Cash Plan (Medical)</li> <li>• Nike Kit</li> <li>• Death in Service Insurance</li> <li>• Employee Pension Scheme (Scottish Widow)</li> <li>• Time off In Lieu Policy</li> <li>• Individual Training and Education Support Packages</li> </ul>

Are you passionate about creating lasting impact in grassroots football? We (West Riding FA) are on the lookout for a Football Development Officer. If you're enthusiastic, people-focused, and ready to lead on club sustainability and growth, this might be the perfect fit for you.

## ABOUT THE ROLE

As our Football Development Officer, you'll have a central role in supporting England Football Accredited Clubs in becoming more sustainable, inclusive, and community-focused. You'll engage with clubs across the Thriving Community Club framework, helping them build stronger pathways for players of all ages and backgrounds. From fostering relationships with key stakeholders to identifying facility development opportunities, your work will make a difference in communities across the region.

This role offers a unique opportunity to work closely with club leaders and volunteers, helping them achieve and maintain their accreditation status. You'll provide hands-on support to build their capacity and ensure clubs remain a positive environment for everyone involved. In this position, you'll be helping clubs grow, retain diverse volunteer teams, and provide more people with quality football experiences.

## WHAT YOU'LL DO

In this role, you'll have the chance to make a real difference. By building and managing relationships with 2-star and 3-star England Football Accredited clubs, you'll support them in setting development goals and ensuring they're meeting their community's needs. You'll collaborate with FA Club Consultants and the Football Foundation, analyse club pathways, and implement interventions that help clubs thrive.

Your strategic approach will support the growth of the football community, involving everything from facility improvements to volunteer recruitment and retention. You'll also ensure that club leaders have the resources and insights they need to promote positive, inclusive experiences for everyone involved in the game. This role is about more than just development; it's about creating environments where communities come together, and everyone can find their place in football.

## WHY JOIN US?

At West Riding FA, we're all about creating enjoyable football experiences and helping clubs become valued community hubs. This is a fantastic opportunity to work in a supportive, inclusive environment where innovation and passion are valued. You'll have the freedom to make a tangible difference in the football community while enjoying flexible work options and opportunities for personal growth.





## JOB ROLE PROFILE

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

### JOB PURPOSE(S)

- To support England Football Accredited Clubs to become more sustainable through engagement with the Thriving Community Club framework, alignment of support services and multi-stakeholder collaboration.
- To support, service and develop England Football Accredited clubs to grow and sustain opportunities whilst providing a quality experience for all players across all pathways.

### JOB RESPONSIBILITIES

- Develop and manage positive relationships with 2-star and 3-star England Football Accredited clubs by engaging key club leaders.
- Engage 2-star and 3-star England Football Accredited clubs with the Thriving Community Clubs Framework and support them with completing relevant assessments for each pillar on the Club Programme Platform.
- Build and maintain relationships with key stakeholders, including FA Club Consultants, the Football Foundation, casual workforce roles (e.g. Community Champions), and other strategic partners to support the development of Thriving Community Clubs.
- Utilise insight and reporting to conduct pathway gap analyses and support 2-star and 3-star clubs in developing pathways and/or effective club partnerships to meet 3-star England Football Accredited Club criteria.
- Collaborate with FA Club Consultants to identify needs based on framework insights and design appropriate interventions.
- Adopt a strategic approach to deploying national professional services, technical experts, and any local resource to support the growth and sustainability of Thriving Community Clubs.

- Identify facility development opportunities within Thriving Community Clubs to County FA Facility Leads.
- Develop positive relationships with the Men's National League System (NLS) and Women's Football Pyramid (WFP) clubs within the County FA.
- Understand the volunteer workforce requirements within Thriving Community Clubs and support clubs with the growth, diversity, retention, and celebration of their workforce.
- Promote and assist England Football Accredited Clubs with their annual renewal process.
- Deliver exceptional customer support to volunteers using FA Technology systems, particularly the Club Portal, to ensure Accredited criteria is maintained throughout the year.
- Support England Football Accredited Clubs with writing and implementing development plans to help realise their ambitions.
- Develop and implement localised incentives and rewards for England Football Accredited Clubs.
- Target new development initiatives and pathway growth towards the network of Accredited Clubs to provide more opportunities for people to play and enjoy football within these environments.
- 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 strategically with partner organisations across different sectors 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 to monitor and evaluate programmes.
- Influencing skills to champion change.
- Practical experience of sports/football development and involvement in a club or league.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of The FA coaching qualification framework.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

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## DESIRABLE

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- Two years' sports development experience.
- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Skilled in creating, delivering, and maintaining pathways which support the growth, transition and retention of players.
- 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
<b>IMPROVE PLAYING CHOICE AND OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>● Evolve the youth game.</li> <li>● Improve team-based football for adult male players.</li> <li>● Create more opportunities to play safe, inclusive casual football.</li> <li>● Support the disability game to grow and thrive.</li> </ul>
<b>DEVELOP EQUAL OPPORTUNITIES FOR WOMEN AND GIRLS TO PLAY</b>	<ul style="list-style-type: none"> <li>● Sustain and grow more playing opportunities in schools.</li> <li>● Create more team-based playing opportunities.</li> <li>● Extend and enhance casual opportunities to play.</li> <li>● Deliver safe and inclusive environments for women and girls to thrive.</li> </ul>
<b>BUILD MORE AND IMPROVE EXISTING FACILITIES</b>	<ul style="list-style-type: none"> <li>● Transform grass pitch quality.</li> <li>● Build more 3G pitches.</li> <li>● Create inclusive and accessible facilities.</li> <li>● Improve environmental sustainability.</li> </ul>
<b>TACKLE POOR BEHAVIOUR</b>	<ul style="list-style-type: none"> <li>● Apply tougher sanctions.</li> <li>● Promote positive behaviour.</li> <li>● Drive collective responsibility across the game to raise standards.</li> </ul>
<b>DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES</b>	<ul style="list-style-type: none"> <li>● Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation.</li> <li>● Help clubs to become more sustainable.</li> <li>● Support the current and future generation of club leaders.</li> <li>● Equip clubs to add value to their local communities.</li> </ul>
<b>CONNECT AND SERVE PARTICIPANTS</b>	<ul style="list-style-type: none"> <li>● Make it easier to find information and opportunities to play, volunteer and learn.</li> <li>● Improve our customer service and communications.</li> <li>● Develop our digital tools to make running the game easier.</li> <li>● Explore digital opportunities to enhance the football experience.</li> </ul>
<b>PROGRESS THE GAME'S GOVERNANCE</b>	<ul style="list-style-type: none"> <li>● Promote the highest levels of governance across the grassroots network.</li> <li>● Evolve local Football Associations focused on developing football For All.</li> <li>● Support the grassroots game to be financially robust.</li> <li>● Support the game to be safe and well-run.</li> </ul>



## 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:

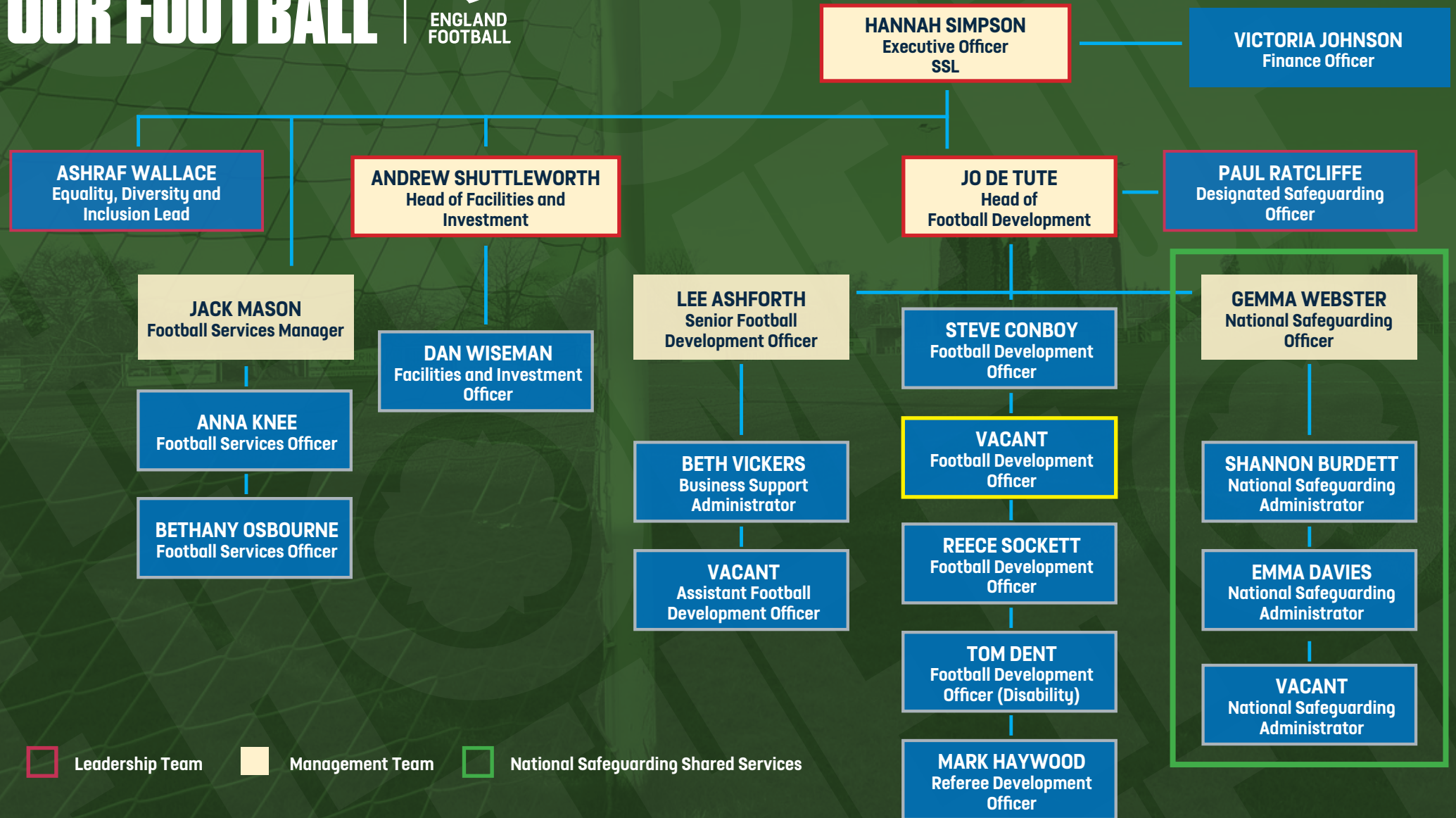
1. **Simple:** We keep our communication easy to understand and our processes uncomplicated
2. **Transparent:** We make our decisions and actions open , honest and consistent
3. **Accessible:** We are there for when our customers need us
4. **Inclusive:** We ensure that everybody can enjoy the game regardless of individual difference
5. **Relevant:** We understand the views needs and expectations of everyone 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**



Leadership Team
  Management Team
  National Safeguarding Shared Services



For an informal conversation about the position available, please email



**JO DE TUTE**

*Head of Football Development*

*joanne.deTute@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 13<sup>th</sup> December 2024

**Interviews:**

Week commencing 6<sup>th</sup> 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](mailto:info@westridingfa.com)



@westridingfa



@westridingfa



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The Equality Standard  
A Framework for Sport

PRELIMINARY

#TOGETHER WE ARE FOOTBALL