



**JOIN OUR TEAM**  
**FOOTBALL**  
**DEVELOPMENT**  
**OFFICER**  
**(PROGRAMMES)**  
**APPLICATION PACK**





## **AN INTRODUCTION TO WILTSHIRE FA**

Wiltshire FA is the not-for-profit, governing body of football in Wiltshire. With 1000 teams and in excess of 19,000 players of all ages and abilities playing in the County, Wiltshire FA is proud to support football For All.

We offer administration and support to players, clubs and leagues to ensure our game is positive and inclusive. We believe our game should be played with RESPECT.

We offer professional training to enhance the skills of the football workforce and develop the next generation of coaches, referees, medics and administrators.

We deliver programmes and support facilities to inspire people to take part in football making sure there are enjoyable and accessible opportunities For All.

## **ABOUT THE ROLE OF FACILITY ASSISTANT**

Wiltshire FA are looking to recruit a dynamic individual on a part time basis to support the growth of the grassroots game across the County. The Football Development Officer (Programmes) will be responsible for supporting all aspects of the game – including but not exclusive to league, club, team, facility, recreational, and coach development

The position reports directly to the Football Development Manager and will function to drive compliance through successful management of all aspects in relation to the grassroots game in respect of the Wiltshire FA Business Strategy and Football Association's National Game Strategy.

For more information about the role please visit the website [wiltshirefa.com/vacancies](http://wiltshirefa.com/vacancies) and download the job specification.





## WHAT ARE WE LOOKING FOR?

Someone with;

- Enthusiasm and strong administration skills
- An ability to work strategically with partners organisations across different sectors to deliver and evaluate football programmes
- A drive for maximising football development opportunities and attracting new audiences to the game
- A knowledge and understanding of the barriers to grassroots football participation
- A knowledge of The FA's and Football Foundation's strategies
- A knowledge and understanding of the infrastructure and networks that exist within grassroots football
- An appetite to improve standards across all areas of the grassroots game
- An ability to work under pressure, handle multiple priorities and meet deadlines
- Excellent team working skills
- Initiative - someone who can work unsupervised
- A flexible approach to work – including working evenings and weekends to meet the specific demands of the role

## WHAT CAN WE OFFER IN RETURN?

- A part time contract – m 16 hours a week
- A generous holiday allowance of 28 day a year (pro-rata)
- A salary of £22,000 to 24,000 (pro-rata)
- A commitment to learning & development – where we invest in our people, offering coaching and mentoring programmes along with technical and professional development and qualifications
- An opportunity to be part of a forward thinking, progressive business
- The chance to work with key strategic stakeholders within both the grassroots and the professional game
- An opportunity to be part of a not-for-profit organisation that delivers excellence in grassroots football for its thousands of player, coaches and volunteers

## HOW DO I APPLY?

If you are interested and would like to be considered.

1. Review the role description provided with this application pack and ensure you have both the resource and skill set available to conduct the role.
2. Complete the application form and ensure that the application form is returned no later than the closing date stated on the job advert.
3. Return the valid documents to Mark Young by the application deadline on [mark.young@wiltshirefa.com](mailto:mark.young@wiltshirefa.com) or send via post to Mark Young, Wiltshire FA, Green Lane Playing Fields, Green Lane, Devizes, SN10 5EP

Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Applications received after the closing date will only be considered in exceptional circumstances e.g. proof of posting indicates undue delay through no fault of the applicant.

**The deadline for application is 5pm on Friday 5th August 2022.**

Those applicants that have been shortlisted for interview will be notified by email within 5 working days of the closing date. We will not be notifying unsuccessful candidates, so if you have not received communications from us by said date and time then please assume you have been unsuccessful.

Interviews will take place at Wiltshire FA, Green Lane Playing Fields, Green Lane, Devizes, SN10 5EP on the week commencing Monday 15th August 2022.



## **HOW CAN I FIND OUT FURTHER INFORMATION?**

Should you wish to find out more about the role and the opportunity then please contact Mark Young via email on [Mark.Young@WiltshireFA.com](mailto:Mark.Young@WiltshireFA.com) or via phone 07342 734458.

## **IS THERE ANYTHING ELSE I NEED TO KNOW?**

The successful applicant will be required to have a full driving license and access to a vehicle.

Wiltshire FA is committed to equality of opportunity and welcomes applications from all sections of the community.

**Wiltshire 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.**

