

FOOTBALL DEVELOPMENT OFFICER (CLUBS & LEAGUES) RECRUITMENT PACK



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FOOTBALL**

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If you need any additional information or have any questions about this role you can contact **ANDY BAKER** on **INFO@MANCHESTERFA.COM**



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WHO ARE MANCHESTER FA?

We are the home of grassroots football in Greater Manchester and we are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation, Manchester FA is the home of grassroots football across Greater Manchester.

We are the guardian of the national game in Greater Manchester. We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our city which is steeped in football tradition and history across all levels of the game.

**"FOR A BETTER
GRASSROOTS
GAME IN GREATER
MANCHESTER"**

ROLE DESCRIPTION

FOOTBALL DEVELOPMENT OFFICER (CLUBS & LEAGUES)

Commitment:

This is a full-time role with Manchester FA, 37.5 hours per week - working flexibly from both your home and office location.

What is the role?

We are looking for a dynamic, self-motivated individual with a 'can do' attitude who wants to make a positive contribution to grassroots football in Greater Manchester. The successful applicant will need to be able to demonstrate, both in their application and at interview, their ability to deliver within Manchester FA's three core values: 'Passionate, Inspiring and Professional'.

What will you do?

- To support delivery of The FA National Game Strategy and the Manchester FA Business Strategy.
- To develop and deliver a sustainable plan for growth and quality across the male football pathway.
- To provide a high level of service and support to Manchester FAs Member Clubs and Leagues
- 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.

Application Deadline **18 JULY 2022 - 12:00PM**

To apply, please complete the following application form, and equality and diversity monitoring form found [HERE](#)

If you need any more information or have any questions about this role you can contact **ANDY BAKER** on **INFO@MANCHESTERFA.COM**.



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APPLICATION PROCESS

To apply, please complete the following application form and equality and diversity monitoring form found [HERE](#).

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact Alex.West@ManchesterFA.com who can arrange for any reasonable adjustment to be made for your application.

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged at your convenience, Manchester FA will happily work around your current commitments and responsibilities.

Manchester FA is committed to equality, diversity, and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, 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. You can find out more about Manchester FA's commitment to EDI in our Equal Opportunities Policy [HERE](#).

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

Safeguarding is at the Heart of What we do!

Manchester FA is committed to ensuring that Safeguarding within Grassroots football is at the heart of what we do. Ensuring that all our officers and volunteers involved in Manchester FA and to be successful in this role you will be required to ensure that you are committed to completing any safeguarding training that is deemed a requirement by Manchester FA or The FA. A Criminal Records Check will be completed with employment and character references requested before employment is offered.

KEY DATES

APPLICATION CLOSING DATE: 18 JULY 2022 - 12:00PM

INTERVIEWS: 26 JULY

INDIVIDUAL ROLE PROFILE

FOOTBALL DEVELOPMENT OFFICER (CLUBS & LEAGUES)

Manchester FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply.

Role Title	Football Development Officer (Clubs & Leagues)
Reports To	Football Development Manager
Direct Reports	N/A
Role Purpose	<ul style="list-style-type: none">-To support delivery of The FA National Game Strategy and the Manchester FA Business Strategy.-To develop and deliver a sustainable plan for growth and quality across the male football pathway.-To provide a high level of service and support to Manchester FAs Member Clubs and Leagues-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.
Salary Band	£24,500 - £30,500
Time commitment	37.5 Hours per week
Location	The role will involve a combination of home and office-based working and travel to various locations across Greater Manchester to meet the needs of the business Manchester FA Office Opening Hours: 9am-5pm (Mon-Fri) Manchester FA Operating Hours: 8am-8pm (Mon-Fri) & (9am-2pm) Saturdays

RESPONSIBILITIES

Key Performance Indicators

- To be responsible for the FA National Game Strategy (2021-24) KPI, Number of Registered Male Players.
- To be responsible for the FA National Game Strategy (2021-24) Measures for England Football Accreditation (Adult and Youth Clubs)

Number of Registered Male Players

- Work collaboratively through local strategic networks within the community to support the growth and retention of male players through key FA programmes.
- Complete an annual analysis of male football to map participation and identify gaps in provision.
- Facilitate the movement of male players from mini-soccer to youth football and youth football to adult football.
- Develop programmes to support and grow male football provision, with a focus on retaining 12 to 18-year-old male players
- To identify and work with partners to grow existing and develop new flexible and relevant formats to support the growth of youth and adult football.
- Ensure that male football is inclusive, diverse and reflective of local communities.



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Club Development

- Manage the FA Club Accreditation programme, reviewing applications, ensuring fit for purpose club development plans and relevant benefits to clubs for achieving the accreditation.
- Be innovative in approach to supporting and developing the Manchester FA Member Club network, and ensuring clubs and volunteers have appropriate governance and infrastructure to be sustainable and grow.
- Co-ordinate a programme of Club Visits for Manchester FA Member Clubs, prioritising Manchester FAs current and future full member clubs.
- Identify sources of funding that will be of benefit to grassroots football and provide appropriate advice and support to applicants.
- Deliver a programme of services to club and league volunteers, with an emphasis on gaining more FA-accredited clubs and leagues

League Development

- Support Manchester FA Leagues Working Group, a network of influential grassroots volunteers and role models to ensure fit for purpose and sustainable league structures across Greater Manchester.
- Develop a league network, providing full player pathways and supporting transition from youth to adult football for male players and teams.
- Work collaboratively with the FDM and other FDOs to identify gaps in the existing league network and align priority growth and development areas to league development plans and investment.
- Support the implementation and adoption of FA Player Registration, Full-time and Matchday across Manchester FA Member Leagues

Workforce Development

- Work with Manchester FA Member Clubs and Leagues to promote a wide range of volunteer opportunities and connect to a network of potential new volunteers.

Safeguarding

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within male football development programmes.
- Risk-assess all Manchester FA events and activity for under-18s and where the Manchester FA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the Manchester FA youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Manchester FA and grassroots football.

Running the Game

- Use national and local data, research and customer insight to increase participation in male grassroots football.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Execute tasks as required to meet the Manchester FA changing priorities.



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PERSON SPECIFICATION

Essential (Required to fulfil the role)

Educated to A Level or equivalent.
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.
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.

Desirable (Beneficial, but can be learned in role)

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 National Game Strategy.
Experience of project management.
Experience of utilising mapping programmes to support strategic and logistical planning.
Knowledge and understanding of working with volunteers.

Values

PASSIONATE
INSPIRING
PROFESSIONAL

KEY DATES

APPLICATION CLOSING DATE: 18 JULY 2022 - 12:00PM

INTERVIEWS: 26 JULY 2022

APPLICATION FORM

FOOTBALL DEVELOPMENT OFFICER (CLUBS & LEAGUES)

Please return this completed application form and completed equality monitoring form [HERE](#) to INFO@MANCHESTERFA.COM before 18 JULY 2022 12:00 PM. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, FA0 Andy Baker - Football Development Manager. National Squash Centre, Gate 13 Rowsley Street, Etihad Campus, M11 3FF

Your application can be accompanied by a CV if you wish. The decision to invite you to attend for interview will be based on the information you provide on this form. Manchester FA is an Equal Opportunities Employer.

Title	<input type="text"/>
First Name(s)	<input type="text"/>
Last Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
FA Number (if known)	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Do you hold a full current UK driving licence?

YES ☐ NO ☐

Do you have access to your own personal transport?

YES ☐ NO ☐

Do you currently have an in-date FA DBS check?

YES ☐ NO ☐

Completion of a FA DBS check will be required before starting the role.

Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974? (You do not need to declare anything that is deemed 'spent')

YES ☐ NO ☐



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EDUCATION & TRAINING

Please provide details of your education, qualifications, and training that you have completed or are currently undertaking.

Dates	Place of Learning	Course or Qualification	Grade

EMPLOYMENT & VOLUNTEERING

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work.

Dates	Employers Name	Job Title	Key Responsibilities / Achievements

INTERESTS, HOBBIES & LIVED EXPERIENCE

Please tell us about any interests, regular hobbies, lived experience you have that complement the skills and knowledge required in this role.

Interest / Hobby / Lived Experience	How does this support your application?

MEMBERSHIP OF PROFESSIONAL BODIES

Please list any professional bodies that you are a member.

Membership Body	Membership Type



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HOW I MEET THE REQUIREMENTS

FOOTBALL DEVELOPMENT OFFICER (CLUBS & LEAGUES)

Please ensure you have read and fully understand the recruitment pack for this role. Please contact Alex.West@ManchesterFA.com who can arrange for reasonable adjustments to be made for your application.

Please explain why you think you are well suited to meet the purpose of this role?

(Please make sure to include any specific knowledge, paid work, voluntary work, or lived experience that demonstrates your skills relevant to this role.)

Please describe your experience in project management and working towards multiple deadlines?

Please describe your experience supporting grassroots sports clubs or other volunteer run organisations, and how you would utilise this experience in the role?

Please outline your understanding of the opportunities and priorities for growing football across the male pathway in Greater Manchester?

How do I meet the values of Manchester FA?

Manchester FA's culture and organisational structure is built on the three principle core values. Please provide evidential information and experiences of how you best demonstrate Manchester FA's three core values?



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ADDITIONAL INFORMATION

Manchester FA are committed to equality, diversity, and inclusion. Under the Equality Act 2010, Manchester FA are happy to complete any reasonable adjustments required by applicants with additional needs.

Please detail any adjustments you require to be made if you are invited to interview.

If your application is successful, what notice period would you have to provide your current employer?

If you were successfully appointed to the role what annual salary would be looking to obtain?

REFERENCES

Please provide details of two referees below. Personal references are accepted when no professional or academic reference is available.

	First Referee	Second Referee
Name		
Address		
Postcode		
Phone		
Email		
Relationship to You		

Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

SIGNATURE

DATE

The final date for consideration of applications is 18 JULY 2022 - 12:00PM
Either email: Info@ManchesterFA.com

Or post and address as follows:
Strictly Private & Confidential
Andy Baker Football Development Manager
National Squash Centre
Gate 13 Rowsley Street
Etihad Campus
Manchester
M11 3FF



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