**FA UNIVERSITY WOMEN’S LEADERSHIP PROGRAMME**

Accelerator Recruitment Pack

Please read the Programme Overview and Criteria below before completing the application form.

|  |
| --- |
| **Programme Overview**  British Universities and Colleges Sport (BUCS), in partnership with the Football Association (FA) are delighted to deliver the FA University Women’s Leadership Programme.  Based on FA commissioned research into the key behaviours that align to high performance in roles and/or increased chances of employability; the programme aims to support those with aspirations to work within the game, to be competitive when they enter the job market. Seeking to bridge the gap between who the students are, and what they are capable of, through experiential and applied learning experiences. Students will have the opportunity to develop their skills, behaviours, confidence and professional network, as well as be supported in defining their career goals & ambitions by exploring and understanding the diverse opportunities that exist in football.  Students will have three multi-day and a single day touch points across a twelve-month period, including a minimum of two residential stays. The programme will feature both theoretical and applied learning experiences, with students being placed in ‘real life’ simulated tasks.  As part of this delivery we require staff to undertake the role of Learning and Development Accelerators. This is a voluntary position - a role profile can be found [here](https://www.bucs.org.uk/get-involved/football-development/women-s-leadership-programme-staff.html).  This pack aims guide you through the application requirements and provide you with the information that you require ahead of submitting an application for a role on the 2025-26 programme.  **Key Dates:**   * 1 May 2025 – Applications Open * 1 June 2025 (midnight) – Closing Date for Applications * By 30 June 2025 – Successful Applicants Notified * 16 October 2025 – Staff Training Day 1 * 17 – 19 October 2025 - Residential 1 * 19 February 2026 – Staff Training Day 2 (Online) * 20 - 21 February 2026 - Residential 2 (Online) * 18 June 2026 – Staff Training Day 3 * 19 – 20 June 2026 – Residential 3 * Residential Task Briefings – TBC - these usually take place around 2 weeks ahead of Residential 2 and 3. These are hosted on Microsoft Teams on a weekday evening and last around 2 hours. Dates for these will be sent out in advance and there is an expectation to attend. Where this is not possible it is important to catch up on this element.   As a member of staff on the programme, reasonable travel expenses will be covered and you will be provided with programme kit to wear at the residentials.  The location of the in-person residentials tend to be Midlands based, as it is a National programme we get participants from around the country so we try to stay fairly central.  Accommodation is provided on a sharing basis and split into gender relative roomings. If you would prefer to have your own room, this would need to be arranged with the venue at your own cost, or through your employer if that is agreed. Please indicate in your application if you are happy to room share or would organise your own accommodation at the location if successful in your application.  **Application Process:**  As there are a limited number of places available and the fact that the programme will require commitment, it is crucial that applicants complete the full application and can commit to all programme dates.  In order to apply, all applicants will need to:   * Submit a written supporting statement and recommendation from their line manager * Submit a 3 minute application video (see questions and format below) * Submit a short candidate application form via the BUCS website, this includes two application questions that you must answer   If you choose to use AI tools to complete parts of your application, please take the time to edit and personalise your application and ensure that the language used reflects your personality and values. It is key that we can understand what you will bring to the FA Womens Leadership Programme and your reasons for applying, not a version of these created by AI.  BUCS and the FA are committed to diversity and inclusion and encourage applications from all ethnic communities as well as, or including, people from historically underrepresented groups who face barriers to participation and engagement.  You can find the link to all required supporting documents and the submission link [here](https://www.bucs.org.uk/get-involved/football-development/women-s-leadership-programme-staff.html).  Supporting video links can be added to your online form using WeTransfer, or other large file sharing application to allow us to download your supporting video. Please label your video and email clearly so that we can identify what application it is linked to. If you have any difficulties with this you can send it separately via email to [fawlp@bucs.org.uk](mailto:fawlp@bucs.org.uk). |

|  |
| --- |
| **Supporting Video (Bringing your application to life)** |
| Please create a three-minute video to support your application to be an Accelerator for FA University Women’s Leadership Programme. This can be done on any hand-held device or free-standing camera.  Areas to consider:   * + What is your approach to personal and professional development?   + Tell us about a time you stepped outside your comfort zone and the biggest reflection/learning that came from that experience.   + How do you show the people that matter to you that they do? Why do you do this?   + What is your proudest moment/achievement in relation to supporting someone else?   Please ensure videos are in a format that can be viewed on a laptop or computer.  There are a limited number of places available so consider how you can make yourself stand out when completing both your application and video. |

|  |
| --- |
| **Application Forms to be included in submission** [**(forms can be found here)**](https://www.bucs.org.uk/get-involved/football-development/women-s-leadership-programme-staff.html) |
| * Line Manager Supporting Statement form |

**Please submit all forms via the website application found** [**here**](https://www.bucs.org.uk/get-involved/football-development/women-s-leadership-programme-staff.html)**. Please submit your supporting video via the application form using a WeTransfer link. Or you can submit the link via email to** [**fawlp@bucs.org.uk**](mailto:fawlp@bucs.org.uk) **to ensure that we can download it. Please use your name in the video description and email title.**

**Deadline for Submission: Sunday 1 June 2025 at midnight** If you have any questions, please contact FA WLP staff ([fawlp@bucs.org.uk](mailto:fawlp@bucs.org.uk)). Late applications will not be considered.

|  |
| --- |
| **Line Manager Information** |
| **What will my employee develop whilst supporting the programme?**  Over the course of the programme, the L & D Accelerators will have the chance to practice and hone key skills in in line with our programme ethos. They will be supported by two bespoke day-long training sessions, expertise from the rest of the team and exposed to many opportunities to apply learnings.  As with any L & D opportunity we would strongly recommend to ensure that maximum value is achieved that clear goal(s) are agreed between yourself and your member of staff. The clearer you are both in terms of this and can share this with us, the more able we are to look for opportunities within different aspects of residentials to support achievement against these goals. Equally if we can’t identify a clear link between the stated goal(s) and our programme we can be open about this at an early opportunity. One of our team is a L & D specialist and has made us aware that many people participate in the wrong L & D interventions as their L &D need/goals are not clearly enough defined/understood.  In broad terms what we can say is that our programmes will offer opportunities to develop in areas/skills such as:  • **Performance coaching** – a key part of the methodology which is helpful to develop/practice for those who are looking to help others in their workplace to improve their performance or perhaps those looking for a Line Manager role in the near future.  • **Communication** – a skill that you could argue we need to continually seek to improve and in this programme there is much emphasis placed in particular on listening, observing (including body language), asking insightful questions, reflection and providing behavioural feedback. In addition, there is a focus on creating dialogue rather than simply debate when sharing feedback and helping participants to understand their behaviour and its impact.  • **Building relationships** – at a time when the word ‘connect’ means different things to different people/generations the ability to build successful and enduring relationships is becoming increasingly important. To have the greatest impact building relationships with those on the programme and other staff is key. Of course, there are many components to this, but from our experience – trust, embracing vulnerability, radical candor and a genuine willingness to understand others have been critical.  • **Confidence** – as a result of the environment of support we have seen staff as well as participants feel able to stretch outside their comfort zone more freely and succeed in things which they had not previously had the confidence to attempt.  • **Collaboration** – As well as a diverse participant group, there are staff, guests, stakeholders and venue staff who are all key to the success of the programme. There are many opportunities to be able to work flexibly & responsively with this wide variety of people, adapt quickly to changing needs, circumstances and energy levels..  **How many days will my employee need to commit for?**  All programme dates are included at the beginning of this documents and in the Role Profile for reference. In total L&D Accelerators will be involved for 10 days (including their 3 training days). They will also receive an invite to the cohort graduation, but this will be an evening event. Please note that event days may (and often will) be longer than a standard 9-5 working day and some dates fall on the weekend. Residentials are a combination of weekends and Thursdays/Fridays. There are 2 additional online calls that we organise outside of usual working hours that we expect staff to attend, these dates will be confirmed in advance and in total will equate to 4 additional hours. Staff are also expected to check in with their two programme participants in between residentials, but this is up to the staff member when this fits best into their schedule and commitments and what they feel is required.  **FURTHER INFO:**  If you are a prospective applicant or a line manager of an applicant who would like further information on the programme, please contact the FA WLP – [fawlp@bucs.org.uk](mailto:fawlp@bucs.org.uk). If you would like an insight from someone who has undertaken the role during the 2024-25 season please contact the team so they can make an introduction. |