

WOMEN'S COMMUNITY DEVELOPMENT OFFICER RECRUITMENT PACK



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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.

We are the governing body for association football and are based at the House of Sport at The Etihad Campus. We are responsible for the governance and development of football at all levels in the Greater Manchester area. We support and develop over 40,000 players within 3,500 teams that play in over 400 clubs within 28 sanctioned leagues. We also support thousands of volunteers, coaches and administrators and help develop and grow over 900 Match Officials as they develop a career within the game.

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

ROLE DESCRIPTION

WOMEN'S COMMUNITY DEVELOPMENT OFFICER

Commitment:

This is a full time role with Manchester FA, 37.5 hours per week - working flexibly from both your home and office location. This is a Fixed Term Contract (Currently 2 Years ending in 30th June 2027)

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 lead on the development of women's and teenage (14+ years) community football in priority places. This is inclusive of 'sessional football' and team based football across walking football, small sided football, and flexi leagues.

Application Deadline **14 MAY 2025**

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 **KATHRYN SMITH** on **SUPPORT@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 Scott.Dean@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 at ManchesterFA.com.

Manchester FA are committed to addressing individuals from historically under represented 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: 14MAY 2025

INTERVIEWS: W/C 19MAY

INDIVIDUAL ROLE PROFILE

WOMEN'S COMMUNITY DEVELOPMENT OFFICER

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

Role Title	Women's Community Development Officer
Reports To	Football Development Manager
Direct Reports	N/A
Role Purpose	- To lead on the development of women's and teenage (14+ years) community football in priority places. This is inclusive of sessional football and team based football across walking football, small sided football, and flexi leagues.
Salary Band	£25,000 - £28,000
Time commitment	37.5 Hours per week - This is a Fixed Term Contract (2 Years ending June 2027)
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 Operating Hours: 8am-8pm (Mon-Fri) & (9am-2pm) Saturdays The role holder will be expected to undertake some evening and weekend work throughout the season.

RESPONSIBILITIES

- Understand what the current adult women's and teenage football landscape looks like in the area to help identify potential development opportunities
- Collaborate with stakeholders to support the development and implementation of a female football plan for targeted geographical locations (place based approach)
- Grow adult women's community football, inclusive of sessional football via Just Play, alongside team based football across walking football, small sided football, and flexi leagues
- Pilot sustainable programmes to support the participation of teenage girls aged 14+ in football ensuring Squad Girls Football participants are retained in the game
- Work closely with Women's Football Development Officer to increase sessional opportunities to play football for women and girls of all ages, with a particular focus on providing opportunities to experience football in different communities and settings across Greater Manchester



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- Identify and engage historically underrepresented groups by working with local relevant partners and community organisations, developing fit for purpose football offers
- Reference the FA Good Practice Guide on Adult Women's Recreational Football to provide ideas to shape local offers.
- Ensure that the projects and the volunteers recruited are inclusive, diverse and reflective of local communities.
- Grow and diversify volunteers, maximising and aligning relevant FA opportunities and resources such as courses, workshops, and learning materials
- Work closely with the County FA Women's Football Development Officer and County FA Club Development Leads to ensure connectivity of this work from the youth game (14 years and below) with focus on Squad Girls Football, and into the women's football pyramid (beyond recreational competition).
- Ensure connectivity with the local Active Partnership and Sport England's place expansion work in targeted communities. Connect with the local 'Active Through Football' Development Officer where relevant.
- Utilise key national partners to support the plans, including Amnesty International UK, Muslim Sport Foundation, AoC Sport, BUCS, Cerebral Palsy Sport and The Wheelchair Football Association.
- Provide The FA with quarterly monitoring and evaluation reports.
- Continue to drive our partnerships with further and higher education institutions, promoting pathways into careers working in football for students from diverse backgrounds
- Deliver outreach sessions in secondary schools to raise awareness of football career opportunities among young people from diverse backgrounds.
- Introduce a flexible voluntary and work placement or experience programme, offering unique placements to females or individuals from diverse backgrounds
- To be an active part of the Women & Girls Working group for 'Our Game In Manchester' and support our Inclusion Advisory Board
- To provide operational support as and when required to support the outcomes of Greater Manchester Women's Football Board.



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PERSON SPECIFICATION

Essential (Required to fulfil the role)

Degree level qualification or equivalent experience
Relevant sports coaching qualification
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 creative 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.

Desirable (Beneficial, but can be learned in role)

Two years' sports development experience
Relevant FA coaching qualification
Practised at developing networks and relationships with a variety of stakeholders in order 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.
Knowledge of The FA coaching qualification framework.
Experience coaching and leading sports activity / football for underrepresented groups.

Values

**PASSIONATE
INSPIRING
PROFESSIONAL**

KEY DATES

APPLICATION CLOSING DATE: 14 MAY 2025

INTERVIEWS: W/C 19 MAY 2025

APPLICATION FORM

WOMEN'S COMMUNITY DEVELOPMENT OFFICER

Please return this completed application form and completed equality monitoring form HERE to SUPPORT@MANCHESTERFA.COM before 14 MAY 2025. Applications can also be made by post. Postal applications are to be addressed; Strictly Private and Confidential, FAO Kathryn Smith - Football Development Manager. House of Sport Manchester, Gate 13 Rowsley Street, Etihad Campus, M11 3FF

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 and Real Living Wage 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 EXRIENCE

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 WOMEN'S COMMUNITY DEVELOPMENT OFFICER

Please ensure you have read and fully understand the recruitment pack for this role. Please contact Paul.Roots@ManchesterFA.com who can arrange for reasonable adjustments to 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 detail your experience in project management, time management and working towards multiple deadlines

Please describe your experience supporting young people and or people from diverse communities, and how you would utilise this experience in the role?

Please outline your understanding of the opportunities and priorities for growing recreational football across the female 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 14 MAY 2025
Either email: Support@ManchesterFA.com

Or post and address as follows:
Strictly Private & Confidential
Kathryn Smith Football Development Manager
Manchester FA
House of Sport Manchester
Gate 13 Rowsley Street
Etihad Campus
Manchester
M11 3FF



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