

EMPLOYMENT APPLICATION PACK:

Female Pathway Football Development Officer



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If you would like to discuss the role further or have any questions on the content of this pack, please contact **Flo Lunn** or **Chris Smith*** using the details below:

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*after 22nd August



Female Pathway Football Development Officer

Salary: circa £26,000 per annum

Contract: FT Sep 2022–Jun 2024
(subject to renewal)

What is the role?

We are looking for someone to drive the development of all female football in Hampshire; retaining and growing participation across youth and adult mainstream and disability football and maximising the impact of the Lionesses' recent success at UEFA Women's Euro 2022!

What will you do?

- You will lead the development of all female participation from youth to open aged football
- You will support leagues and clubs to improve female and female disability football provision
- You will maximise the legacy impact of UEFA Women's Euro 2022
- You will support delivery of the talent pathway for women and girls' football
- You will ensure female football in Hampshire is safe, fun and inclusive

What do you need?

- The ability to build and maintain working relationships
- The ability to work independently and as part of a team
- The ability to work around challenges by developing new solutions
- The determination to fail forwards - try > fail > learn > repeat

Applications by Friday 26th August 2022:

To apply, complete the online application form. Interviews will take place w/c 5th September.

Access the form by scanning this QR code with a smartphone:



Or via :

<https://forms.office.com/r/ZVcGQcdzcu>



APPLICATION PROCESS

Please see the accompanying **advert & job description, full role profile & person specification** and **supporting information**. These should be used as a guide when completing the application form. The application form can be made available in alternative formats and should this be required please contact us to advise of your requirements.

Please complete the application form by clicking [here](#).

If shortlisted, you will be invited to interview for the role. The exact format of the interview will be confirmed with notice of the interview and reasonable adjustments can be made to accommodate any needs you may have.

Hampshire FA have an understanding and commitment to **equality, diversity and inclusion** and would be grateful if you could complete an optional, anonymous equality monitoring form as part of your application. By completing this questionnaire, you are helping us to plan for the future and ensure we recruit from a diverse pool of applicants that are appropriate and relevant to the community we serve.

Please complete the equality monitoring form by clicking [here](#).

Hampshire FA are 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. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Key Dates:

Application Closing date – **Friday 26th August 2022**

Interviews dates – **w/c 5th September 2022**



FULL ROLE PROFILE & PERSON SPECIFICATION

Hampshire FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply for all roles.

Job title	Female Pathway Football Development Officer
Reports to	Participation Development Manager
Job purpose(s)	<ul style="list-style-type: none"> To support delivery of The FA Grassroots Football, Inspiring Positive Change and Hampshire FA Business strategies To lead the continuation of the UEFA Women's EURO 2022 Legacy programme for Southampton To develop and deliver a sustainable plan for growth and quality across the female football pathway (inc. youth & adult) To contribute to the effective implementation of The FA's Safeguarding 365 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
Direct reports	Wildcats Community Champion (FA Appointed)
Location	Winklebury Football Complex, Basingstoke, RG23 8BF (Hybrid Working Policy currently in operation providing mix of office/remote working - subject to ongoing review)
Working hours	38.75 hours a week, occasional evening/weekend work required (Flexible options available - job share, part-time)
Contract type	Initial full-time contract from Sep 2022 - 30th June 2024 (Further extension subject to funding renewal)
Salary	Circa £26,000 per annum

Roles & Responsibilities:

Representing Hampshire FA	<ul style="list-style-type: none"> Actively deliver against Company Values and Behaviours and the Customer Charter Actively support the challenging of all forms of discrimination in football Utilise hub sites as a resource to deliver programmes and further Hampshire FA's reputation as a facility provider Lead delivery of set objectives through Hampshire FA Female Focus Group
Retain Participation	<ul style="list-style-type: none"> Facilitate the movement of female players from mini-soccer to youth football and youth football to adult football Support retention of existing Find Your Feet Programme (including Recreational League provision and Futsal) Support retention of existing FA participation programmes (Wildcats, Squad and Just Play) Utilise the feedback from under-18s and adults at risk to enhance the experience, fun and safety in grassroots football Maintain provision of full female player pathway in Hampshire
Grow Participation	<ul style="list-style-type: none"> Use national and local data, research and customer insight to increase participation in female grassroots football Expand the Hampshire FA Play On League franchise to provide recreational football for open aged female players Provide or facilitate the development of other formats of football (e.g. walking football and futsal) that reflect changing participant behaviour and expectations Complete an annual analysis of female football to map participation and identify gaps in provision Develop new playing opportunities for players with disabilities (utilising FA programmes inc. Wildcats & Squad)
Equal Access for Girls in Leagues, Clubs & Schools	<ul style="list-style-type: none"> Strategically work with clubs and leagues to ensure 37 clubs provide a complete female player pathway by 2024 Strategically work with clubs and leagues to ensure 75% of youth clubs to have at least one female team by 2024 Utilise England Football Accreditation (EFA) programme to drive delivery of the above Work with Hampshire County Women's League and Hampshire Girls Youth Football League to attain/maintain EFA Provide football development support, training and advice to clubs and leagues (eg. Female Friendly Clubs) Maintain current Barclays Girls Schools Football partnerships and support new applications Work with Facility Development Team to ensure ensure Local Football Facility Plans include female football priorities
Talent Pathway & Female Football Pyramid	<ul style="list-style-type: none"> Promotion of the new FA Emerging Talent Centres (ETC) to prospective clubs Review and feedback on Emerging Talent Centre (ETC) applications Provide ongoing liaison with current Regional Talent Centre, Women's High Performance Centre and future ETCs Work with Marcomms Team to promote Discover My Talent programme and referral windows Promotion and delivery of workshops to support stakeholders with talent identification Support applications for upward movement within the female pyramid Support the development of the female programme at Hampshire FA Academy and link to wider talent pathway



People	<ul style="list-style-type: none"> • Work with the Coaching & Workforce Football Development Officer to recruit, retain and develop female coaches • Work with the Referee Development Team to recruit, retain and develop female match officials
Safeguarding	<ul style="list-style-type: none"> • Support maintenance of FA safeguarding 365 operating standards and ensure that the safeguarding of young and vulnerable people is prioritised at all times • Carry out appropriate Safeguarding Risk Assessments for any activities delivered • Ensure that all participants and their families are aware of how/encouraged to report any safeguarding concerns they might have • Listen to and consult with under-18s on their experiences of grassroots football as part of the Hampshire FA youth engagement strategy
Equality, Diversity & Inclusion	<ul style="list-style-type: none"> • Ensure that female football is inclusive, diverse and reflective of local communities • Use national and local data, research and customer insight to diversify participation in female grassroots football
Finance	<ul style="list-style-type: none"> • Manage budget for area of Business Strategy and adhere to Hampshire FA finance protocols, processing payments and invoices as required • Identify funding that will be of benefit to grassroots football and provide appropriate advice and support to applicants

Skills

Knowledge/Experience

Essential (Required to fulfil role)	<ul style="list-style-type: none"> • Ability to work strategically with partner organisations • Ability to plan, set and achieve objectives to deadlines • IT skills, including the use of Microsoft Office applications • Ability to work independently and as part of a team • Time management and prioritisation • Problem-solving and decision-making • Communication and presentation skills • Ability to use data to monitor and evaluate programmes • Influencing skills to champion change 	<ul style="list-style-type: none"> • Educated to A Level or equivalent • Practical experience of sports/football development/delivery • Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding • Developing networks and relationships with a variety of stakeholders • Provision of excellent customer service
Non-Essential (Beneficial but can be accumulated once in the role)	<ul style="list-style-type: none"> • Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players. • Capability to create multiple reports, budgets and plans • Budget management 	<ul style="list-style-type: none"> • Two years' sports development experience • Knowledge of the structure and partner organisations within football, nationally and within Hampshire • Knowledge of The FA's Grassroots Football and Inspiring Positive Change strategies • Experience of project management • Knowledge of The FA coaching qualification framework • Experience of utilising mapping programmes to support strategic and logistical planning • Knowledge and understanding of working with volunteers

HFA Values

Expected Behaviours

PROGRESSIVE	<ul style="list-style-type: none"> • Identifies the need for, and actions change in direction, practice, policy or procedure. • Questions the way things are done and takes informed risks. • Continuously seeks to improve efficiency and performance.
RESPECTFUL	<ul style="list-style-type: none"> • Maintains people's self-esteem when interacting with them. • Avoids pre-judgement when listening to suggestions from others. • Seizes the opportunity to apply Hampshire FA standards at all times.
INCLUSIVE	<ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game • Provides equal opportunity to people of different backgrounds, experience and perspective • Seeks out and embraces new ways of thinking and working.
DETERMINED	<ul style="list-style-type: none"> • Works relentlessly to overcome roadblocks or obstacles to achieve the goal. • Remains focused on seeing agreed goals through to completion taking pride in their work. • Maintains motivation for their team and themselves.
EXCELLENT	<ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times. • Can be committed to achieve a standard that others consider impossible. • Supports others to go further and achieve more.

Application Deadline:

Friday 26th August 2022

Interviews to be held (format TBC):

Week Commencing 5th September 2022



SUPPORTING INFORMATION

Hampshire FA Vision, Mission & Values

Vision

Using the power of **football** to build a better future for all communities in **Hampshire**.

Mission

Set strong foundations for all of Hampshire football to **Recover** stronger by enabling & supporting a bespoke Hampshire FA workforce.

Deliver an expanding network of **Hub Sites**, connected with & fully engaging their local communities.

Put **Youth Engagement** at the centre of all delivery & ensure young people are heard, safeguarded & empowered to influence the future.

Re-invigorate **Equality, Diversity & Inclusion** through new IAG/local engagement structure & governance standards.

Undertake a full business **Culture** review to embed inclusivity, safeguarding & quality community service throughout all we do.

Values

Progressive - Respect - Inclusion - Determined - Excellence

