

FOOTBALL DEVELOPMENT MANAGER RECRUITMENT PACK



**GREATER
MANCHESTER
FOOTBALL**



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If you need any additional information or have any questions about this role you can contact **RACHAEL BIRCHALL** 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 MANAGER

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 provide strategic direction to the Football Development Officers.
- To support the facility lead in identifying and activating priority projects for Football Foundation investment via Local Football Facility Plans.
- 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 **11 SEPTEMBER 2022**

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 **RACHAEL BIRCHALL** 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 Lauren.McCorry@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: 11 SEPTEMBER 2022

INTERVIEWS: W/C 19 SEPTEMBER 2022

INDIVIDUAL ROLE PROFILE

FOOTBALL DEVELOPMENT MANAGER

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

Role Title	Football Development Manager
Reports To	Chief Operating Officer
Direct Reports	Football Development Officers - Clubs & Leagues, Women & Girls, Diversity & Inclusion Coach Development Officer, Referee Development Officer
Role Purpose	<ul style="list-style-type: none">- To support delivery of The FA National Game Strategy and the Manchester FA Business Strategy.- To provide strategic direction to the Football Development Officers.- To support the facility lead in identifying and activating priority projects for Football Foundation investment via Local Football Facility Plans.- 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	£30,000 - £35,000
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 Operating Hours: 7am-10pm (Mon-Sun)

RESPONSIBILITIES

Key Performance Indicators

- The FA National Game Strategy (2021-24) KPI, Number of Registered Male, Female and Disability Players
- The FA National Game Strategy (2021-24) KPI and performance measures for Coach Education & Development
- The FA National Game Strategy (2021-24) KPI, Referee Education and Development
- Manchester FA Diversity and Inclusion scorecard measures (Referees and Coaches, Players, Equality Standard, Inclusion Advisory Board).

Football Development

- Identify, manage and develop relationships with key partners to meet the strategic objectives of the Manchester FA.
- Develop and deliver an annual action plan to deliver growth and high-quality football opportunities across all football pathways (women and girls, male and disability).
- Analyse, and use data and insight, to design and develop local solutions that meet local stakeholder needs across all football pathways (women and girls, male and disability).
- Support the review and development of competition and league structures to ensure they meet the needs of all players.
- Provide football opportunities to all communities within the Manchester FA region in all areas of the game.
- Develop and monitor strategies that effectively manage player transition from mini-soccer to youth and youth to adult to minimise drop out.



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- To support the Chief Operating Officer in identifying priority projects for Football Foundation Investments via the Local Football Facility Plans
- Be responsible for the strategic development, delivery and reporting of a Disability Football Strategy for Manchester FA.

Workforce Development

- Manage the Football Development Officers in line with personal and performance reviews; setting targets, monitoring performance and identifying training requirements.
- Provide strategic support to FDO (Women and Girls') to drive implementation of The FA's growth strategy for women's and girls' football locally and maximise the legacy and impact of large scale events (ie, UEFA Women's Euro 2022).
- Provide strategic support to FDO (Clubs & Leagues) to implement a programme of services to club and league volunteers, with an emphasis on gaining more FA-accredited clubs and leagues
- Provide strategic support for to the FDO (Diversity & Inclusion) to deliver a disability strategy that supports the growth of disability opportunities within FA accredited club structures and coordinates a network of recreational disability football centre.
- Provide strategic support to Coach Development Officer for the development and delivery of the Coach Development strategy, including a programme of delivery for CPD.
- Provide strategic support to Referee Development Officer for the development and delivery of the Referee Development strategy, covering recruitment, conversion, retention and development.

Safeguarding

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within 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.
- Use the safer recruitment policy to ensure that staff and volunteers deployed by the Manchester FA are suitable for their roles and uphold the values and behaviours of the Manchester FA and it is applied to new appointments.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Manchester FA and grassroots football.

Running The Game

- Awareness of all the Manchester FA policies and procedures, ensuring that they are reviewed annually and updated where necessary.
- 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).
- Manage Football Development budgets and provide reports on a quarterly basis.
- Contribute to the Senior Management Team at Manchester FA to support business operations, manage risk and provide performance reporting updates as necessary.
- Execute tasks as required to meet the Manchester FA changing priorities.



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PERSON SPECIFICATION

Essential (Required to fulfil the role)

A degree level qualification or two years' sports development experience.
High level of administration and organisational skills with the ability to co-ordinate delivery
Strategic thinking and planning skills.
Self-motivated with excellent leadership skills and ability to build trust-based relationships.
Excellent internal and external stakeholder relations and customer service skills.
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 within deadlines.
Ability to coach, develop and manage the performance of staff.
Exceptional communication, interpersonal and influencing skills.
Effective report-writing and presentation skills.
Excellent IT skills, including the use of Microsoft Office applications.
Budget management skills.
Ability to use data to monitor and evaluate programmes.
Knowledge of how the County FA operates in partnership with The FA.
Knowledge of and commitment to equality, diversity and inclusion.
Knowledge of the The FA's Safeguarding Operating Standard.
Experience of monitoring and evaluation of programmes.
Knowledge of good people management practice.

Desirable (Beneficial, but can be learned in role)

Effective prioritisation and time management skills.
Excellent problem-solving and decision-making skills.
Experience of project management.
Experience of utilising mapping programmes to support strategic and logistical planning.
Knowledge and understanding of The FA's National Game Strategy and how the County FA business plans support its delivery.
Knowledge and understanding of working with volunteers.

Values

**PASSIONATE
INSPIRING
PROFESSIONAL**

KEY DATES

APPLICATION CLOSING DATE: 11 SEPTEMBER 2022

INTERVIEWS: W/C 19 SEPTEMBER

APPLICATION FORM

FOOTBALL DEVELOPMENT MANAGER

Please return this completed application form and completed equality monitoring form [HERE](#) to INFO@MANCHESTERFA.COM before 11 SEPTEMBER 2022. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, FAO Rachael Birchall- Chief Operating Officer. 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 MANAGER

Please ensure you have read and fully understand the recruitment pack for this role. Please contact Lauren.McCorry@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? (5000 characters)

(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 a leadership position, and managing and developing a team of staff? (2500 characters)

Please describe your experience in project management and working towards multiple deadlines? (2500 characters)

Please explain your experience in writing reports, and your ability to use data to monitor and evaluate programmes? (2500 characters)

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 11 September 2022
Either email: Info@ManchesterFA.com

Or post and address as follows:
Strictly Private & Confidential
Rachael Birchall - Chief Operating Officer
National Squash Centre
Gate 13 Rowsley Street
Etihad Campus
Manchester
M11 3FF



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