



English Schools' FA's Management Traineeship

Introduction

The English Schools' Football Association is the governing body for schools' football in England. Established in 1904, the Association is now a vibrant Membership charity serving over 700,000 players taking part in over 2 million football opportunities each year. Supported by a network of volunteers in every local education authority in England, plus the Crown Dependencies, the Association supports over 50,000 teams to take part in schools' football.

The Association has four key functions:

- Governing the game as it applies to schools (e.g. rules of the game, discipline, child welfare)
- Providing a national competition structure through which schools and Member Associations can play and contest national titles
- Supporting representative football and running two national teams – U15 girls and U18 boys
- Supporting its Members and creating new opportunities for children to play.

The Management Traineeship Scheme

The ESFA's Management Traineeship scheme provides the opportunities for those with potential to develop both leadership and role-specific skills in a supportive and developmental environment.

Management trainees will benefit from:

- A tailored training package to support their development in both the technicalities of the role and as a leader, for an average of 12 months
- Formal management training (and time for study), leading to a management qualification
- A workplace "buddy", different to the line manager
- An external mentor
- Access to key management professionals outside of the specific responsibilities of the role (e.g., finance, PR)
- A starting salary of £21,000, rising to £28,000 upon qualification
- A permanent role on qualification.

Management trainee candidates must:

- Have a first class or upper second class degree
- Provide evidence of some leadership activity and impact
- Have a demonstrable interest in the role offered through the traineeship scheme

The Management Traineeship Vacancy - Governance Manager:



ROLE PROFILE

Job title:	Trainee Football Governance Manager
Salary & benefits:	£21,000 pa, rising to £28,000 on qualification 31 days holiday p.a. Contributory pension scheme, subject to eligibility Funded professional qualification and personal development plan Coaching and mentoring as appropriate Flexible/home working options upon qualification
Responsible to:	Chief Executive Officer
Responsible for:	National Child Welfare Officers upon qualification
Primary purpose of role:	To manage football governance arrangements across the ESFA

Main responsibilities:

To undertake training and development in order:

- To support the CEO in assessing and planning to achieve the FA's Code of Governance
- To support the CEO in assessing and planning to achieve the FA's Diversity Code
- To ensure that the ESFA's policy and practice complies with FA football governance regulations as they apply to the schools' sector
- To manage the ESFA's sanctioning processes, developing systems/processes for managing sanctioning, and guiding and supporting Members and customers to comply
- To provide expert advice on discipline, and to manage serious cases and further misconduct cases in accordance with FA policy
- To manage the Association's safeguarding arrangements, including acting as the Deputy Safeguarding Lead for the Association
- Working with others, to ensure that affiliation processes are effective
- To work with The FA on requirements for player registration, and ensure any arrangements are fit for purpose for the ESFA
- To use best endeavours to influence FA policy where adaptations are necessary for effective implementation of such regulations in the schools' sector
- To act as the liaison point between the ESFA and The FA on all regulatory matters (other than routine safeguarding or discipline casework)
- To act as clerk to the Association's Football Governance Committee
- To act as clerk to the Association's Safeguarding Operations Group
- To identify opportunities for efficiency and effectiveness in practice to support these, and any other, relevant rules of the game as defined by The FA, or supplemented by the ESFA; in particular, to identify efficiency gains from the further development of the ESFA's operating software
- To fulfil the financial responsibilities of the role as prescribed in the Financial Regulations
- To participate in training, development and appraisal processes necessary to fulfil the role

- To support the ESFA Council to fulfil its responsibilities
- To act with high standards of professionalism, business integrity and personal conduct at all times
- To act as an ambassador for the ESFA in the conduct of all business
- To comply with the requirements of the staff handbook
- To comply with the Association's safeguarding requirements and to contribute to the delivery of the ESFA's safeguarding plans
- To use best endeavours to support others in the achievement of their objectives
- To conduct any other duties as may reasonably be required by the employer.

Special considerations in this role

The post holder will be expected to work flexibly to meet the needs of the ESFA's customers may include some evening and weekend working.

The ESFA is committed to the welfare of children and as such the postholder will be required to have and retain a clear, in-date FA DBS check and to satisfactorily complete mandatory FA safeguarding training.

Person Spec:

Essential

Skills & characteristics

- High levels of personal responsibility
- Communicative
- Diligent
- Determined
- A will to work flexibly
- A commitment to personal development and learning
- An enquiring mind and attention to detail

Qualifications/training

- A first class or upper second class degree

Experience

- Some experience of leadership, in either a paid or voluntary capacity
- Proven interest in one or more of the main responsibilities of the role

Application and selection

Interested candidates should review the role description then submit a CV with full career/education history and a short covering letter of no longer than two pages of A4, addressing the person spec in the box above, particularly:

1. Evidence of interest in football governance
2. Evidence of leadership experience
3. Motivation for applying for a management traineeship.

Shortlisted candidates will take part in an assessment centre designed to test potential and will receive specific feedback on their results once appointment decisions have been made.

The deadline for applications is Monday 31st October and the assessment day is likely to be during w/c 14th November.