

## **Dear Applicant**

Thank you for showing an interest in the post of CP Football Development Officer with CP Sport.

## **About Cerebral Palsy Sport**

CP Sport is the national disability sports organisation supporting people with cerebral palsy to be able to access and enjoy being physically active throughout their lives.

We collaborate with local, regional, and national partners to provide physical activity that is accessible and enjoyable for people with cerebral palsy – children, young people and adults, all across the UK. We support everyone with cerebral palsy to have the opportunities, capability, and motivation to participate in a wide range of physical activities which suit a variety of interests.

We work hard to make physical activities accessible for everyone with cerebral palsy. Our expert specialist support for parents, support workers, teachers, coaches, physiotherapists, occupational therapists, sport providers and other professionals enable sport and sessions to be adapted to suit individual needs. Our friendly and welcoming community brings together people with cerebral palsy, their families and friends, volunteers and those working in the disability sport sector who provide local and national opportunities.

We are part of a vibrant network, we collaborate with partner organisations, working together to break down barriers that prevent disabled people from enjoying active lives. We are here to enhance the lives of people with cerebral palsy and the wider disability sport community. Signposting to local, accessible activities and campaigning with our members, fundraisers and partners, we raise awareness of cerebral palsy, as well as the physical and mental health and wellbeing benefits of being active.

Becoming physically active is life enhancing – increased confidence, increased motivation, reducing social isolation, not to mention the range of mental and physical wellbeing benefits which can improve daily life in the long term.

## Job Description

<b>Job Title:</b>	<b>CP Football Development Officer</b>
<b>Reporting to:</b>	Head of Sport & Physical Activity + The FA
<b>Salary Range:</b>	£25,000
<b>Location:</b>	Home based with some travel
<b>Type of contract:</b>	Full time 35 hours per week 1 year fixed term contract
<p><b>Purpose:</b> The CP Football Development Officer will be responsible for strategic coordination of cerebral palsy football and frame football nationally. Working across wider football networks the officer will be responsible for retaining and growing the number of CP football teams, players, workforce development, and leading the growth of the CP National Football League.</p> <p>The post holder will ensure that people with cerebral palsy and associated physical impairments are at the heart of CP football. The post holder will also contribute to wider Cerebral Palsy Sport priorities and programmes.</p> <p>The post has been created in partnership with The FA. The post will be overseen by a management group including Cerebral Palsy Sport and The FAs National Development Manager – Disability Pathway.</p>	
<p><b>Behaviours and Values of CP Sport:</b></p> <ul style="list-style-type: none"> <li>- <b>Listen</b> to our community and work together.</li> <li>- <b>Collaborate</b> with others from within and outside of the sector.</li> <li>- <b>Learn</b> from our successes, our mistakes and from others.</li> <li>- <b>Support</b> people with cerebral palsy to lead an independent and active life</li> <li>- <b>Bring enjoyment</b> and fun to our work, programmes, events and community.</li> <li>- <b>Advocate</b> for and refer to “The Social Model and Disability” in our work.</li> </ul>	
<p><b>Job Description</b></p> <p><b>Key duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>● Unite the game through the strategic coordination of all CP and Frame football provision at a national level.</li> <li>● Retain and grow the number of affiliated CP football teams with a particular emphasis on the growth within England Football Accredited Club structures.</li> <li>● To achieve targets set over the year, reporting directly to The FA.</li> <li>● Influence and support County FAs (and partners) to deliver FA participations programmes that are inclusive of CP participants.</li> <li>● Support sustainable, modern and fit for purpose national competition structures, addressing gaps where they exist, ensuring all FA guidelines are adhered to.</li> </ul>	

- Ensure the workforce is adequate to develop CP football and is supported and developed across coaches, referees, classifiers, volunteers and young leaders.
- Support in the delivery of a marketing and communication plan to raise the profile of CP Football and to raise awareness of the pathway opportunities.
- Embed research, insight and effective measurement into planning and decision making across CP football to ensure programmes meet the needs of disabled people.
- Help identify and support players to access and exit the disability football talent pathway.
- To lead the Frame Football Development Group.
- To support CP Sport with all aspects of the Strategy.
- To support the roll out and delivery of the CP Sport Regional Hubs.

### **CP Sport Strategy**

#### **Increase play & participation opportunities & choice for children, young people and adults:**

- To deliver and help develop our core sporting offer to people with cerebral palsy to increase participation.
- Develop increased new sporting opportunities in identified areas across the country.
- To provide opportunity for people with CP to access adapted sports activity.

#### **Partnerships:**

- Develop sustainable and effective partnerships with key organisations.
- To undertake effective influencing with partners to advocate for the inclusion of people with cerebral palsy in sport.

#### **Supporting Knowledge, Insight and Research:**

- Enhance our organisational understanding of the needs of members, families and adults with cp.
- Provide a platform and a voice for people with cerebral palsy.
- To continue to develop and implement effective monitoring and evaluation systems.

#### **Promoting Our Message:**

- To raise the awareness of Cerebral Palsy Sport and what services we offer.
- Raise the profile of people with cerebral palsy in sport and physical activity.
- Increase our range of communications and engagement channels.
- Maximise the impact of local, regional and national marketing campaigns.

#### **Resources and Quality Effectively Managed:**

- To ensure effective budgeting and financial management of the projects where required.
- To ensure effective deployment and development of quality governance and self-assurance processes.

- To implement a supportive volunteer and workforce development programme.
  - To maximise resources through partnerships in delivery and service.
- Any other duties:**
- To undertake any other appropriate duties as determined by the Chief Executive or the Cerebral Palsy Sport Board.

Cerebral Palsy Sport CP Football Development officer  
Personal Specification

**E= Essential      D= Desirable**

<b>CP Sport</b>		
<b>Education/qualifications</b>	Valid clean UK driving license.	E
	Experience of effectively monitoring and evaluating programmes	E
	Experience of delivering programmes in a sport or football development setting.	E
	Experience of creating and maintaining effective partnerships at local and regional levels.	E
	Experience of working with people with cerebral palsy.	D
	Experience of giving presentations or tutoring to a range of audiences.	D
	Experience of creating and maintaining effective partnerships at National levels.	D
	Educated to degree level or equivalent	D
<b>Skills</b>	Ability to work strategically with partner organisations across different sectors to plan and deliver cp football programmes	E
	Excellent interpersonal and influencing skills	E
	Team building and motivating skill.	E
	Self-motivated to work independently.	E
	ICT literate including experience in the use of Excel, Word and database packages.	E
	Ability to facilitate and lead meetings.	E
	Good communication skills - written and oral	E
	Excellent planning and organisational skills	E
Excellent presentation skills	D	

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrable understanding of Child/Adult Safeguarding, Health and Safety and Sports Equity Principles policies and procedures</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Knowledge of The FA Grassroots Football Strategy and The FA Football Your Way GamePlan for Disability Football</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Knowledge of the different formats of disability football including CP and Frame Football</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Knowledge of education, recreational, club, league, and competition landscapes for football and disability football</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Knowledge of the service providers that support people with CP</li> </ul>	D
	<ul style="list-style-type: none"> <li>• Knowledge of coach development</li> </ul>	D
<b>Other</b>	<ul style="list-style-type: none"> <li>• A flexible attitude to working, willing to work evenings and weekends</li> </ul>	E
	<ul style="list-style-type: none"> <li>• To be committed to continuous professional development relevant to the post and personal training needs supporting future career advancement</li> </ul>	E
<p><b>This post is subject to an Enhanced Disclosure check via the Disclosure Barring Service</b></p> <p>Cerebral Palsy Sport is an equal opportunities employer. All appointments are made on the basis of merit and ability.</p>		

## **Commitment to Equality Diversity and Inclusion**

Cerebral Palsy Sport is an equal opportunities employer, committed to equal opportunities policies. We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, gender, sexuality or socio-economic background.

We are deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare whilst you're at CP Sport interviews
- Paying for your travel costs to the interviews if these are held in person
- Making reasonable adjustments - for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.

If there is anything else you're concerned about or think we could provide, please let us know.

## **To apply for the role of CP Football Development Officer:**

Please email your CV, a covering letter (2-page maximum outlining how your skills and experience would enable you to be successful in this role), and a completed [diversity monitoring form](#) to: [info@cpsport.org](mailto:info@cpsport.org)

The closing date is 5pm Friday 7th July with interviews to be held shortly after this deadline.

If you have any questions regarding the position, please contact Brendan Tonks, CEO, via email:

[brendan.tonks@cpsport.org](mailto:brendan.tonks@cpsport.org)