



LIVERPOOL FA RECRUITMENT PACK

Volunteer Coordinator (Female Growth)

LIVERPOOL FOOTBALL ASSOCIATION

FOR YOU  FOR ALL  FOR THE GAME

A word from our Chief Executive Officer, Tony Smith:

“Liverpool County FA is one of the most prestigious County FAs in the country, serving more than 55,000 players and 471 clubs and 4,000 teams.

At Liverpool County FA, we believe in the power of football to unite communities and create lasting memories. As the governing body for football in Merseyside for over 120 years, we are dedicated to making football accessible and enjoyable for all, regardless of age, ability, or background.

Our utmost priority is that every participant is given the opportunity to develop in a progressive and enjoyable football environment. By promoting ‘**Football for All**’ we encourage participation across all sections of society, regardless of age, ability, disability, gender, sexual orientation, race, religion or socio-economic status.”



ABOUT THE ROLE

An important and exciting opportunity has arisen to join our Team.

We are seeking to recruit an inspiring, dynamic and motivated individual as a Volunteer Coordinator (Women & Girls) who will focus on increasing the number of female volunteers in off pitch roles across grassroots football.

This is a crucial role for Liverpool County FA and the wider grassroots game locally and so we are looking for a highly skilled, knowledgeable and FA qualified candidate who can contribute to the delivery of our 2024-28 Strategy and The FA National Game Strategy.

The successful candidate will be joining a talented team that works across seven Local Authorities: Liverpool, Knowsley, Sefton, St Helens, Halton, Warrington and West Lancashire.

This is an incredibly exciting opportunity and a fantastic time to join our Team as we continue to transform our organisation and focus on creating a better football experience for all.

This is a part-time role with a contract from March 2026 – July 2028 with a pro-rata salary of £30,000 plus benefits, dependent upon experience.

HOW TO APPLY

The closing date for applications is **Monday 16th March at 17.00pm.**

Interviews for the positions will be held on **Wednesday 25th March** with representatives from Liverpool County FA and The FA. For an informal discussion about Liverpool County FA and the role of Volunteer Coordinator (Women & Girls), please contact:

Anna Farrell | Head of Development

anna.farrell@liverpoolfa.com

0151 523 4488

To apply for the role of Volunteer Coordinator (Women & Girls), please submit a CV and Covering Letter detailing the qualities and attributes you would bring to compliment Liverpool County FA's Team.

Before applying, please see the relevant role profile below.

Completed applications can be sent to info@liverpoolfa.com along with a completed Equality & Diversity Form. All applications should be marked **'Private & Confidential – LCFA Volunteer Coordinator (Women & Girls).'**

Liverpool County FA promotes inclusion, values diversity and welcomes applications from everyone. If you have any particular requirements in respect of the recruitment or interview process, please highlight this in your application or contact the Chief Executive Officer who will be happy to offer support.

DISCLOSURE & BARRING SERVICE CHECK

As this role involves direct access to young people under the age of 18, within the context of the job and any subsequent related activities or responsibilities, the successful candidate will undergo a thorough screening process that will include an enhanced level Disclosure and Barring Service check to ensure their suitability for the role. Liverpool FA is committed to achieving equality and fairness in employment and service delivery and we welcome applications from all sections of the community.



JOB DESCRIPTION & PERSON SPECIFICATION

Job title	Volunteer Coordinator (Women & Girls)
Reports to	Head of Football Development

Job purpose(s)	
<ul style="list-style-type: none"> • To support delivery of The FA Grassroots Football Strategy and the Liverpool FA 2024-2028 Strategy. • To increase the number of female volunteers in off pitch roles across grassroots football. • To support the growth of off pitch volunteers in registered grassroots clubs, sessional football and leagues with a focus on female representation • To engage with, and support community groups to create opportunities for themselves and others in affiliated and sessional football • To support England Accredited Clubs & Leagues, to sustainably recruit, retain and reward off pitch volunteers • To provide learning and development opportunities to off pitch volunteers 	

Location	Liverpool FA, Drummond Road, Thornton, Liverpool, L23 9YP and flexible homeworking. Additional travel to other locations or overnight stays as and when required.
Working hours	18 hours per week
Contract type	FTC (March 2026 – July 2028)
Salary	£30,000 per annum (pro rata)

Responsibilities	
<p>Raise Awareness & Boost Representation</p> <ul style="list-style-type: none"> • Create and implement campaigns that engage and support the sustainable growth of female volunteers in grassroots football • Engage and build connections with potential volunteers through education, faith and community groups • Understand the volunteering motivations of local communities to enable the effective implementation of FA volunteer development interventions <p>Provide Learning & Development</p> <ul style="list-style-type: none"> • Coordinate and deliver FA learning and development opportunities to volunteers, and potential volunteers, including Females into Volunteering events, the FA Club Maker, Run Football - Club Edition, Run Football - League edition and Club Leadership Modules • Support the satisfaction of volunteers by helping clubs and leagues to meet their motivations 	

- To work alongside local Coach Development networks to signpost and facilitate the growth of on pitch volunteers where necessary.

Build Capacity in Clubs & Leagues

- Support accredited clubs and leagues to establish their volunteering needs, and create a plan to retain, recruit and reward their volunteers
- Work closely across divisions within the FA to provide support to Tier 5 & 6 of the Women's Pyramid and the Women's National League with volunteer development
- Help clubs and leagues to establish a Volunteer Officer to manage their volunteer plan
- Review their volunteering culture and help them to better represent their local community.

Additional responsibilities

- Connect with, work alongside and help inform the activity of FA funded networks to help connect a diverse range of volunteers with leagues and clubs
- To meet the evolving needs of the FA's Equal Opportunities objectives to provide females with a greater breadth and better access of opportunity within grassroots football
- Promote England Football Family membership, the Thank You Campaign and Grassroots Awards to help embed volunteer recognition.

LCFA Core Responsibilities

- To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Liverpool FA and grassroots football.
- Be responsible for the safeguarding and welfare of all individuals at any LCFA event or activity you organise or lead, including risk-assessing all LCFA events and any activity involving under-18s or LCFA-deployed under-18 referees, coaches or volunteers, with safeguarding risk assessments submitted for approval by the Designated Safeguarding Officer.
- Comply with LCFA Health & Safety procedures and ensure a safe environment for all participants, colleagues and visitors.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.
- To provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, Platform for Football, Matchday app and Full-Time).
- Establish positive relationships with local and national organisations to benefit Liverpool FA.
- To maintain a professional, business-like approach when representing LCFA with internal and external stakeholders, including member clubs and leagues.
- Work flexibly to execute tasks as required to meet the Liverpool FA's changing priorities.
- Execute tasks as required to support all LCFA business functions.

Person specification

Qualifications

Essential

- Educated to A Level or equivalent

Desirable

- Two years' volunteer retention/recruitment experience

Skills

Essential

- Ability to work strategically with partner organisations across different sectors to plan and deliver volunteer recruitment recognition and retention
- Ability to deliver engaging and differentiated learning
- Project management skills and experience – to plan, set and achieve objectives to deadlines
- Excellent IT skills, including the use of Microsoft Office applications
- The ability to build positive relationships, empathise with people from various backgrounds, and adapt your communication style
- Able to find creative solutions to unexpected issues, be proactive, and adapt plans and strategies as needed
- A good understanding of the specific issues, needs, and concerns that affect different communities
- Able to advocate for community needs
- Ability to work independently and as part of a team
- Excellent time management and prioritisation skills
- Excellent problem-solving and decision-making skills, along with outstanding communication and presentation skills
- Exceptional customer service and report-writing skills
- Ability to use data to monitor and evaluate programmes and influencing skills to champion change

Desirable

- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities
- Capability to create multiple reports, budgets and plans

Knowledge and experience

Essential <ul style="list-style-type: none"> Volunteer retention, recruitment and recognition plans Knowledge and understanding of working with volunteers Knowledge and understanding of barriers affecting female volunteers Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding Knowledge of the structure and partner organisations within football, nationally and within the Liverpool FA locality. 	Desirable <ul style="list-style-type: none"> Knowledge of The FA's Grassroots Football Knowledge of The FA's and Liverpool FA's 2024-28 Football Strategy. Experience of project management Experience of utilising mapping programmes to support strategic and logistical planning
Enhanced DBS Check required?	Yes
Clean, full driving licence?	Desirable

The job holder will be expected to understand and work in accordance with the values and behaviours described below

Strategic priority	
IMPROVE PLAYING CHOICE AND OPPORTUNITIES	<ul style="list-style-type: none"> Evolve the youth game. Improve team-based football for adult male players. Create more opportunities to play safe, inclusive casual football. Support the disability game to grow and thrive.
DEVELOP EQUAL OPPORTUNITIES FOR WOMEN AND GIRLS TO PLAY	<ul style="list-style-type: none"> Sustain and grow more playing opportunities in schools. Create more team based playing opportunities. Extend and enhance casual opportunities to play. Deliver safe and inclusive environments for women and girls to thrive.
BUILD MORE AND IMPROVE EXISTING FACILITIES	<ul style="list-style-type: none"> Transform grass pitch quality. Build more 3G pitches. Create inclusive and accessible facilities. Improve environmental sustainability.
TACKLE POOR BEHAVIOUR	<ul style="list-style-type: none"> Apply tougher sanctions. Promote positive behaviour. Drive collective responsibility across the game to raise standards.
DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES	<ul style="list-style-type: none"> Grow the number of people running the game. Improve the diversity of those running the game. Support those running the game to learn and develop. Celebrate and reward those running the game.
SUPPORT THRIVING COMMUNITY CLUBS	<ul style="list-style-type: none"> Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation. Help clubs to become more sustainable. Support the current and future generation of club leaders. Equip clubs to add value to their local communities.
CONNECT AND SERVE PARTICIPANTS	<ul style="list-style-type: none"> Make it easier to find information and opportunities to play, volunteer and learn. Improve our customer service and communications. Develop our digital tools to make running the game easier.

	<ul style="list-style-type: none"> • Explore digital opportunities to enhance the football experience.
PROGRESS THE GAME'S GOVERNANCE	<ul style="list-style-type: none"> • Promote the highest levels of governance across the grassroots network. • Evolve local Football Associations focused on developing football For All. • Support the grassroots game to be financially robust. • Support the game to be safe and well-run.

Job description reviewed and modified by:	Anna Farrell, Head of Football Development
Date job description reviewed and modified:	16.2.26
Job description authorised by:	Anthony Smith, Chief Executive Officer

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.