

Manchester Football Association

Internship Recruitment Pack

2021/2022

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**An introduction from the Women’s Football Recreational Officer**

Dear Applicant,

Manchester FA has teamed up with a number of partners to provide internships for female University students in the following areas: Media, Journalism, Health & Performance, Coaching, Events Management, Football Development and Sports Business. The exciting opportunity will offer you the chance to learn about football and business at all levels, from grassroots to the professional game. We are looking to recruit enthusiastic, energised individuals to join our team at a truly exciting time. In return we offer those successful the opportunity to work with a highly talented team at either Manchester FA or one of our partner organisations. Applicants will be expected to engage in a 6-month voluntary internship and dedicate 5-10 hours a week of their time to the organisation they are working with.

We will provide you with the opportunity to learn in an innovative learning environment which has a track record of supporting volunteers and developing talented people to progress into full time paid employment within Manchester FA and within Football at a professional level.

The successful interns will report into both Manchester FA and the designated lead at our partner organisation. Placements will take place both virtually and with the designated partner organisation, all based in Greater Manchester.

This pack will provide all the information that you will require in considering making your application. We have included a more detailed advertisement re-emphasising the points above and what would be required to be successful in obtaining an internship. The pack includes the following:

1. The Internship Advertisement

2. The Available Internships

3. How to apply – the application form

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| **Leigh Gell**Women’s Football Recreational Officer **Manchester Football Association**Registered: 03937501 | VAT: 149022678**T:** 0161 225 1966 | **M:** 07387845580| **W:** [ManchesterFA.com](http://www.manchesterfa.com/) |  |

I wish you well on your application and would be pleased to speak with you should you have any questions about the role or require clarity on the recruitment pack, please contact: **Leigh.Gell@ManchesterFA.com****.**

**Manchester FA & Partners Internship Opportunity – Voluntary Role**

**October – December 2021 and February - April 2022**

We are looking for dynamic, self-motivated individuals with a ‘can do’ attitude who wants to make a positive contribution to grassroots football in Greater Manchester. The successful applicants will need to be able to demonstrate in their application, their ability to deliver within our three core values: ‘Passionate, Inspiring and Professional’.

The successful applicants will be proactive and energised and must be driven to ensure their role influences and delivers outcomes for Grassroots Football. The applicants must be able to demonstrate within their application their ability to deliver as identified in the role profile.

**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 a character reference requested before the role is offered and before commencing the internship.

What can we offer?

* An exciting opportunity to join a forward thinking, progressive football business.
* An exciting opportunity to work with key stakeholders within the grassroots and professional game.
* A commitment to empowered and supportive personal development.
* Enrichment and support from our team as mentors, creating employability skills whilst you are with us.
* An insightful and strategic knowledge of the football pyramid and the role The FA play within the game.
* A valuable period of experience that will be looked on favourably with football / sport related employers.
* The provision of a formal FA Performance Development Review that will support you in your development.
* Payment of reasonable expenses incurred as part of the internship.

In your role you will be asked to support Manchester FA or an external partner in delivering events and programmes during the season. This will include some evening and the occasional weekend provision. It is positively encouraged that should you be interested in applying for the role that you contact Leigh Gell before applying.

How to apply:

Applications will be accepted upon the completion of the application form contained in this recruitment pack. It is essential that applicants clearly demonstrate their ability to meet the essential knowledge, experience and skills and where possible the desirable knowledge, experience and technical skills required of the role.

Manchester FA is committed to equality of opportunity and welcomes applications from all sections of the community. Manchester FA’s Equality Statement is available on request.

Criminal Records Check - As this role may involve direct access to young persons under the age of eighteen, within the context of the role or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check, to ensure their suitability for the role.



**Manchester FA Internship - Role Profile**

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| **Job Title:** | **Women & Football Intern** |
| **Reports To:**  | **Leigh Gell (WFRO)** | **Direct Reports:** | **Partner Organisation Mentor**  |
| **Salary:** | **Volunteering Placement** | **Hours:** | 5-10 a week  |
| **1. Job Purpose** |
| To support Manchester FA or one of their partner organisations in their aim to increase the visibility and accessibility of Women & Girls football in Greater Manchester.  |
| **2. Principal Accountabilities/Responsibilities** |
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| * Receive 1-1 mentoring support within Manchester FA or one of our partner organisations to support their day-to-day operations
* To attend personal development sessions organised by Manchester FA
* **Media Internship** - To create innovative Digital Media that showcases what Manchester FA and our Grassroots Clubs and Leagues contribute to the Community.
* **Journalism** – Showcase Women’s Football in Greater Manchester by attending events and creating write ups that can be shared to our Community.
* **Health & Performance –** Working with Manchester Health and Performance Institute to assess, refer and treat each individual condition or injury.
* **Coaching –** Work alongside an experienced coach to create and carry out sessions that delivers on field success underpinned by maximising and developing the talent of players.
* **Events Management –** SupportManchester City Council in the organisation and planning of events that will be held as a host city of the UEFA Women’s EURO 2022.
* **Football Development –** To support a Football Development Officer within Manchester FA to support clubs in their continual development to sustain and grow new provision.
* **Sports Business** – Work alongside individuals in the day-to-day off-field business of managing and facilitating sport including managing and finance
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| **3. Individual Criteria**  |
| **Essential: -*** Be a current female student in Greater Manchester
* Working to a Higher Diploma or a Degree within a Manchester University and graduating after Summer 2022 (Manchester Metropolitan University, University of Manchester, UCFB, UA 92 or University of Salford).
* Aspiration to work in Women’s Football
* Current involvement in volunteering in football or aspiration to volunteer in women’s football
* An undoubted passion and enthusiasm for football with skills and experience that would substantiate the application.
* The ability to be flexible during the placement to support Manchester FA and partner organisation events.
* A commitment to Personal Development.
 | **Desirable: -** * A knowledge of Football in Greater Manchester, Grassroots to Professional Game.
* Experience of participation in football as a player of volunteer.
* Administrative ability, including report writing, chairing meetings etc.
* Ability to research and analyse information.
* Excellent Presentation skills.
* An understanding of The FA National Game Strategy.
* Full UK Driving Licence
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| **b) Behaviours – as defined in the County Football Association Competency Model** |
| * Collaborative Teamwork / Influential Communications / Creating Solutions / Inspiring Others to Succeed.
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| **Completed by Name/Role – Signed off June 2021** | Leigh Gell – WFRO – Manchester FA |

**Completing and returning the Application Form**

Please complete the application form and return to Leigh Gell by email at Leigh.Gell@ManchesterFA.com by 12 noon on Monday 9th August 2021. Manchester FA is an Equal Opportunities Employer.

Preferred Internship:

**Out of the following options:**

* Media Internship
* Journalism
* Health & Performance
* Coaching
* Events Management
* Football Development
* Sports Business

**Personal Details**

*Please complete in block capitals*

First Names: Surname:

Mr/Ms/Mrs or preferred title: Are you over the age of 18?

Address:

Post Code: Email Address:

When is the most convenient day and time to contact you?

What is the best number to contact you on?

Do you hold a full current driving licence?

Do you have an in-date FA Criminal Records Check (CRC)\*

If you do not hold an FA CRC, it will be a requirement for this to be completed before appointment.

**Education & Training**

*Please provide details of your education, qualifications and training that you have completed or are currently undertaking.*

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| **Dates** | **Details of School/College/Institution** | **Course or Qualification** | **Grade** |
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*Please insert additional rows in the table above if required.*

**Employment & Volunteering History**

*Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, your job title and brief details of your responsibilities. Also include salary and benefits package.*

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| **Dates** | **Employers name/nature of business** | **Job title** | **Key Responsibilities** | **Salary/Benefits** |
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*Please insert additional rows in the table above if required*

**Please explain why you would be suitable to undertake an internship**

*Please outline the skills that you have that are appropriate to demonstrate your suitability for the advertised role and how you would meet the essential and desirable knowledge, experience and technical skills required. In your application please ensure you have read and fully understand the job advertisement and the role description provided.*

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**How do you plan on utilising this internship to secure a role in the sports industry?**

*Please explain your future aspirations and how you will build upon the industry experience that you will be given through the internship.*

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**What previous experience to date do you have that you will be able to bring to the internship that you have applied for?**

*Please do include any paid work, unpaid/voluntary work which is relevant to the role.*

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**Supporting Video (Bringing your application to life)**

Please create a three-minute video to support your application for the Internship Programme. This can be done on any hand-held device or free-standing camera. Be as creative as you wish!

Areas to consider:

• Why you are applying for an internship?

• What value will you bring to Manchester FA or a partner organisation?

• Why are you passionate and committed to making an impact within Women’s and Girls’ Football?

• What are your future aspiration/goals in terms of working/volunteering in a role that supports the Women’s and Girls’ game?

Please ensure videos are in an mp4 format that can be viewed on a laptop or computer.

There are a limited number of places available so consider how you can make yourself stand out when completing both your application and video. Video’s should be sent to leigh.gell@ManchesterFA.com using WeTransfer by 12 noon on Monday 9th August 2021.

**Additional Information**

Do you require a work permit or are there any restrictions on your ability to work in the UK? (No)

If yes, please give further details:

Do you have any unspent convictions?

If yes, please detail: (In accordance with the provisions of the Rehabilitation of Offenders Act 1974, applicants are not required to disclose details of any spent convictions):

**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.*

**\*If returning this application form by email, please ensure your signature is scanned and inserted in the signature box below.**

\*Signature:

Date:

**The final date for consideration of applications is 12 noon on Monday 9th August 2021.**

****Email**:** **leigh.gell@manchesterfa.com**