

Scottish FA East Region

Fife Girls/Women's Football Co-ordinator

Request for Expressions of Interest in Consultancy Project

Introduction

- 1 **The Scottish FA in partnership with Fife Council and SportTayside & Fife** invites expressions of interest in undertaking a 12 month project to provide support in developing football clubs across Fife. This will be achieved via an initial identification of the needs of the clubs followed by the creation of and support in delivering a detailed action plan for each club which would include objectives in the following areas:

Coach Education

Volunteer Development

Training and development opportunities

Identification and retention of footballers

Structure of performance pathways for clubs

Quality Mark

Expressions of interest should be submitted as an email attachment to Sam.milne@scottishfa.co.uk by 17.00 hours on Wednesday 24th March, 2010, following the instructions at the end of this document. A shortlist from those expressing interest will be drawn up and may be invited for interview.

Role of the Consultant

- 2 The role of the Consultant will be to conduct an initial analysis of the current club structures in Fife and then create and support the delivery of a needs based development plan for individual girls/women's football clubs in Fife.
- 3 The Consultant will be expected to conduct a needs analysis, based on the existing qualifications of coaches, volunteers, the number of teams within the club, the number of existing players, the Fife Council/Scottish FA local community programme, the link with local schools and senior clubs, the Fife Football Pathway and the aims/objectives of the individual club.

- 4 From the needs analysis the Consultant will be expected to produce and implement an action plan for each club with clear timescales and costings for each club. The consultant shall support the volunteers within each club to achieve the aims within the action plan.
- 5 The consultant will work under the guidance of Scottish FA Regional Staff and Fife Council Sports Development Section.
- 6 The consultant will support the identified clubs through the Quality Mark accreditation scheme and highlight and signpost the clubs to Scottish FA and Fife Council activities.

Outcomes & Tasks

- 7 To contribute to the delivery and co-ordination of the development areas for Girls/Women's Football set out in the Scottish FA East Region Development Plan and the Scottish FA Youth Action Plan:
 - 7.1 To carry out an audit and needs analysis for the Girls/Women's Football Clubs in Fife.
 - 7.2 In consultation with the Scottish FA East Region Staff implement an action plan that will meet the identified training needs of the girls/women's football clubs in Fife.
 - 7.3 To increase awareness and support the delivery of Coach/Volunteer and Club Development Programmes.
 - 7.4 To liaise with Scottish FA Course Tutors to programme courses and signpost coaches/volunteers on to such course.
 - 7.5 To maintain and record appropriate information relating to performance indicators associated with the individual Club Development Action Plans and the Scottish FA East Region Plans.
 - 7.6 To be familiar with and adhere to all health and safety procedures and requirements and relevant safety policy to ensure the safety of all those participating in any activity organised through this scheme of work.
 - 7.7 To increase the uptake of places within Scottish FA and Fife Council activities.
 - 7.8 To act as a representative for Girls/Women's Football on the Fife Football Partnership.

Timetable

- 8 This brief is distributed and advertised from Wednesday 10th March, 2010

- 9 Expressions of interest (see below for procedures) must be received no later than **Wednesday 24th March, 2010 @ 17.00 hours**
- 10 A minimum of two (subject to enough satisfactory expressions of interest received) and maximum of four consultants will be shortlisted and may be invited for interview on Wednesday 31st March, 2010
- 11 The successful consultant will be notified on Thursday 1st April, 2010 with work commencing the following week and the initial project meeting held during the week commencing 05/04/10
- 12 It is expected that the work will be completed by April 2011.

Budget and Liaison

- 13 The total budget for the work is in the range of £5k exclusive of VAT but including all other costs and expenses.
- 14 It is expected that a minimum of 70 days will be spent on delivering this piece of work.
- 15 Up to £2500 will be available for any equipment or facility provision to support the implementation of the action plans.
- 16 Liaison and support will be provided by the Scottish FA East Region Staff and Fife Council Sports Development Section.

Procedures for Submitting Expressions of Interest

- 17 The expression of interest will be submitted by email, to be received no later than Wednesday 24th March, 2010 **to Sam.milne@scottishfa.co.uk** The expression of interest must be sent as an attachment in either Word or pdf format.
- 18 The email header will comprise of Girls/ Women's Football Co-ordinator followed by the name of the consultant.
- 19 A colleague unconnected with the selection process will confirm that the attachment has been read and acknowledge receipt by reply email as promptly as possible.
- 20 The attachment should not exceed two sides of A4 and must include:
 - 20.1 Contact details including phone contact and e-mail address;
 - 20.2 Brief information on the person who would undertake the work; and
 - 20.3 Key details of relevant skills and of experience in undertaking this kind of work.