



Job Description and Person Specification

Job title	Competitions Administrator
Reports to	Head of Governance

Job purpose(s)	
- To support delivery of The FA National Game Strategy and the Berks & Bucks FA Business Strategy. - To administer and lead the County Cup competitions and representative football teams. - To assist in the efficient running of the Football Services department. - To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs. - To support the adoption of FA technology systems across grassroots football. - To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.	
Direct reports	None

Location	This role will be based out of the Berks & Bucks FA offices in Abingdon, however there will be opportunities for remote working as appropriate. The role-holder will be required to attend events across the County as required.
Working hours	This is a full time role at 35 hours per week and will include a combination of weekday and weekend working during the football season in line with the demands of the role. Some additional evening or weekend work will be required, with flexible hours offered for any commitments outside normal working hours and during the off-season.
Contract type	Fixed Term Contract, expiring May 2023

Responsibilities	
County Cups - Administer, develop and promote all County Cup competitions including the planning of all finals. - Coordinate the organisation, preparation and distribution of County Cup draws, fixtures, relevant match official appointments and results. - Issue charges for breaches of competition rules, coordinate and sit as Secretary for hearings and ensure fines are issued and paid in a timely manner - Sit as Secretary to the County Cup Committee, maintaining strong relationships with committee members and other stakeholders to influence key decisions. - Forward planning to ensure fixtures are completed as scheduled and with limited disruption. - Liaise with appropriate personnel with regards to any disputes or queries. - Provide advice and guidance on County Cup rules and regulations. - Complete and review risk assessments where the Berks & Bucks FA is providing or commissioning County Cup fixtures for under-18s or adults at risk and/or where facilities are being hired by outside organisations.	
Competition Support - Support Leagues and Clubs with sanction applications, tournament planning and interpretation of rules - Coordinate the appointment of match officials to relevant FA Competition matches	



General

- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, FA Events, Whole Game System, Matchday app and Full-Time).
- Collaborate with the Designated Safeguarding Officer on all matters involving under-18s and adults at risk within County Cups and representative football.
- Ensure contract agreements are in place with all contractors and that they outline the requisite safeguarding responsibilities and accountabilities for all parties.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Berks & Bucks FA and grassroots football.
- Execute tasks as required to meet the Berks & Bucks FA changing priorities.

Person specification

Qualifications

Essential

- Educated to A Level (or equivalent relevant experience).

Desirable

Skills

Essential

- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.
- Capability to create multiple reports, budgets and plans.
- Event organisation and management.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills.
- Excellent problem solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Influencing skills to champion change.

Desirable

- Experienced working strategically with partner organisations across different sectors to plan and deliver football programmes.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Ability to use data to monitor and evaluate programmes.

Knowledge and experience

Essential

- Knowledge and understanding of FA Rules and Regulations.
- Knowledge of how the County FA operates in partnership with The FA.
- Knowledge of grassroots football structures and the National League System.

Desirable

- Knowledge and understanding of The FA's National Game Strategy and how the County FA Business Plans support its delivery.
- Knowledge and understanding of working with 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 County FA locality.	
Enhanced DBS Check required?	Yes
Clean, full driving licence?	Yes

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
FA value	Behaviours
PROGRESSIVE	Embraces new thinking in pursuit of continuous improvement - Continuously seeks to improve efficiency and performance - Questions the way things are done and takes informed risks - Identifies the need for, and actions change in direction, practice, policy or procedure
RESPECTFUL	Sets the standards for respectful behaviour across the game: - Maintains people's self-esteem when interacting with them. - Avoids pre-judgement when listening to suggestions from others. - Seizes the opportunity to apply FA standards at all times.
INCLUSIVE	Champions and ensures that football is, and will remain, a game for everyone: - Openly collaborates with colleagues and partners in the game - Seeks out and embraces new ways of thinking and working - Provides equal opportunity to people of different backgrounds, experience and perspective
TRUSTED	Tenacious and accountable. Serves the whole game by doing the right thing - Works relentlessly to overcome roadblocks or obstacles to achieve the goal - Maintains motivation for their team and themselves - Remains focused on seeing agreed goals through to completion taking pride in their work
INSPIRED	Ensures the very best outcome is achieved by sustained excellence in performance: - Seeks to achieve the highest levels of performance at all times. - Persistent to achieve a standard that others consider impossible. - Challenges others to go further and achieve more.

Job description reviewed and modified by:	Alastair Kay, Head of Governance
Date job description reviewed and modified:	10 September 2021
Job description authorised by:	Liz Verrall, Chief Executive Officer

Signed by job holder (on appointment):	
Date signed:	



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