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| **Role Title:** | **CFA Positive Football Environment Working Party Member** | **Reports To:** | **CFA CEO** |

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| **Role Purpose:** |
| * CFA Positive Football Environment Members role is to assist the CFA with the creation and monitoring of programmes and initiatives that promote a positive football environment for all. |

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| **Principal Accountabilities/Responsibilities: In addition to those responsibilities outlined in the respective roles. A CFA Referee Working Party Member is expected:** |
| * To represent the County FA in a positive manner at all times * To abide by all CFA policies and procedures when representing the CFA in any business. * To follow FA and CFA Safeguarding policies, procedures and best practice recommendations (as detailed within S+CFA Safeguarding Handbook) * To Sign a CFA and Safeguarding Code of conduct * To act in an appropriate way at all times, promptly reporting any concerns about safeguarding or the protection of children and young people and adults at risk directly to the CFA Designated Safeguarding Officer (or deputy) or statutory organisation as required. * To use the whistleblowing policy if required to ensure the integrity of processes and safeguarding of children and young people * To attend all relevant training as specified by The FA and CFA on an annual basis * To ensure that you handle confidential information with regard to the best interests and reputation of The CFA. * To agree to abide by the Expenses Procedure as amended from time to time and must ensure that your expense claims are reasonable, accurate and honest and that you do not use The CFA’s resources for your own, your family or friends’ gain * To maintain an appropriate standard of dress and personal appearance whilst on CFA Business and to conduct themselves in a professional manner. * To treat others with respect and dignity (including but not limited to The CFA Staff) and must not bully, harass, victimise or discriminate against any person(s) or do anything which would cause you or The CFA to breach any of the equality enactments * To, at all times, act in the Best Interest of the game and The CFA and shall not act in any manner which is improper or brings the game into disrepute or use any one, or a combination of violent conduct, serious foul play, threatening, abusive, indecent or insulting behaviour. * To not carry out any act of discrimination by reason of ethnic origin, colour, race, nationality, religion or belief, gender, gender reassignment, sexual orientation, disability, age, pregnancy, maternity, marital status or civil partnership, unless otherwise permitted by law and The Rules or regulations of the FA. |

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| **Knowledge/Experience/Technical Skills/Behaviours** | | |
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| **Essential**   * Experience within Grassroots Football * Passion and knowledge of local grass roots football and its organisational and workforce structures * Demonstrate an understanding of inclusion, equality and anti – discrimination, safeguarding and best practice * Friendliness, Approachability and Patience * Good self management, organiser and administrator * Ability to work flexibly and sometimes unsociable hours including on an evening and at weekends * Excellent communication skills (written and visual presentations) | **Desirable**   * An understanding of CFA and FA operations and programmes | |
| **Values** | | |
| * **Connecting – with our members in an approachable and flexible manner to suit our grassroots community** * **Supporting – our members in an honest, equal and fair way** * **Developing – grassroots football within the county, promoting safeguarding, respect and equality in everything we do.** | | |
| **Completed by Name/Role:** | | Ben Snowdon (CEO) |
| **Signature:** | | Ben Snowdon |
| **Date:** | | April 2023 |
| **Signed by Role Holder:** | |  |
| **Printed Name:** | |  |
| **Date:** | |  |

This role description is only a summary of the role as it currently exists and is not meant to be exhaustive.  The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the role.