



Role Profile/Job Description

Job Title:	Football Services Officer (Competitions)		
Reports To:	Head of Football Services	Jobs Reporting into the Job Holder:	None
1. Job Purpose			
<ul style="list-style-type: none"> To provide a high quality administrative support to the Football Services Team and County FA To support the Football Services Team by way of completing duties and responsibilities indicative of the traditional areas of the game including sanctioning of competitions, County Cups, player registration through the Whole Game System and other systems in place To support the DCFA in ensuring FA Safeguarding Operating Standards are met 			
2. Principal Accountabilities/Responsibilities			
<u>Sanctioned Competitions</u>			
<ul style="list-style-type: none"> Undertake the sanction process of Competitions each season offering support to stakeholders in line with the Association's vision and values. Provide guidance to leagues throughout the season with SCOR / SCORY, Rule Breaches, Full Time, Whole Game System, and other initiatives. Monitor league constitutions certifying that data is correct throughout the season and cross-reference with Whole Game System. Sanction and monitor Small Sided Leagues in the county. Support applications for International Tours to The FA. 			
<u>DCFA County Cup Competitions</u>			
<ul style="list-style-type: none"> Oversee and implement the County Cup competitions each season ensuring that the competitions are operated effectively and operated within budget. Administer County Cup competitions correctly including cross reference of entries, and competition rules are adhered to. Liaise with clubs to provide guidance and support through their duration in the County Cup competition. Acquire support for the successful delivery of the County Cup competitions from different partners, e.g. facilities, equipment companies, DCFA Council, DCFA staff 			
<u>Player Registration</u>			
<ul style="list-style-type: none"> Promote the use of Whole Game System Player Registration to leagues supporting club and league officials through the process. Lead on Player Registration and attend training where applicable to assist identifying and merging processes of duplicate player records. Support applications from Grassroots clubs for International Transfer Clearances to The FA. 			
<u>County FA roles</u>			
<ul style="list-style-type: none"> To support other administrative role in the Football Services Team including payments, Football Debt Recovery & Discipline administration To liaise with other members of the organisation, other County FA's, & The FA effectively. To carry out any other duties prescribed by the Chief Executive Officer when necessary To support in the delivery of other DCFA initiatives including the DCFA Awards evening 			

3. Knowledge/Experience/Technical Skills/Behaviours	
a) Knowledge/Experience/Technical Skills	
<p style="text-align: center;">Essential:-</p> <ul style="list-style-type: none"> • Experience in an administration role • Significant experience of using Microsoft Office including Word, Excel and Outlook • Ability to work as part of a team and also to demonstrate the use of individual initiative • Excellent customer service skills • A working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice 	<p style="text-align: center;">Desirable:-</p> <ul style="list-style-type: none"> • Understanding of The FA’s Rules & Regulations • Knowledge/experience of grassroots football • Use of Whole Game System and CRM systems • Use of Full-time administration system
b) Behaviours – as defined in County Football Association Competency Model	
<ul style="list-style-type: none"> • Team working • Communications • Customer service • Customer Excellence • 	<ul style="list-style-type: none"> • Delivery • Fairness, equality and Inclusion • Developing Self and Others
Further Information	
<p><i>Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities?</i> <i>NO</i></p> <p>Where the answer to the above question is YES the following wording will be included in any advertisement</p> <p>“As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Bureau Disclosure, to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope”</p>	
Completed by Name/Role	Dawn Heron – Chief Executive Officer
Signature	Dawn Heron
Date	27 th March 2018