



# **DURHAM COUNTY FA ADMINISTRATION OFFICER RECRUITMENT PACK**





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## WHO ARE DURHAM COUNTY FA?

We are the home of grassroots football from South of the River Tyne to North of the River Tees and across to the Cumberland borders and we are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation we are the guardians of the national game in our area.

We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, gender, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our area which is steeped in football tradition and history across all levels of the game.

***“FOR A BETTER GRASSROOTS GAME WITHIN DURHAM COUNTY FA BOUNDARIES”***



## ROLE DESCRIPTION

### FOOTBALL SERVICES ADMINISTRATOR

#### **Commitment:**

This is a full-time office-based role with Durham County FA working 35 hours per week - working at the Durham County FA Offices, Riverside South, Chester le Street, DH3 3QR

#### **The role:**

We are looking for a dynamic, self-motivated individual with a 'can do' attitude and a knowledge of the grassroots game who wants to make a positive contribution to grassroots football. The successful applicant will work within the football services department and will report to the Football Services Manager.

The successful applicant will need to be able to demonstrate, both in their application and at interview, their ability to deliver the requirements of the role.

#### **Role Purpose:**

- Provide the highest level of customer excellence to support volunteers and adopt FA Technology across grassroots football (Whole Game System, Club & Competition Portals, Matchday App and Full-Time).
- Support the affiliation of clubs and ensure safeguarding requirements are met.
- Support delivery of all County Cup and Charity Cup competitions organised by the County FA, including referee appointments, processing of payments for entry and fines where relevant, managing and distributing draws and rules. Completing risk assessments where appropriate.
- Work closely with the Referee Development Officer in preparation of referee courses and their continued progression.
- Assist with administration of DCFA Leagues.
- Assist Clubs and Leagues with the Player Registration process.
- Support club and league secretaries with the discipline process and provide regulatory updates where necessary, complying with rules, regulations, policies, procedures, and guidelines.
- Collaborate with the Designated Safeguarding Officer with all matters safeguarding and welfare related.
- Carry out any other administration duties as determined by the Football Services Manager and CEO.

- **The closing date for applications is noon on Wednesday 31<sup>st</sup> July 2024**

- **The date for interviews will be Thursday 8<sup>th</sup> August 2024**

- **Start date expected Monday 16<sup>th</sup> September 2024 or sooner**

**Salary:** £21,000 per year on a fixed term contract until 30<sup>th</sup> June 2028

**Hours:** 35 hours per week



## APPLICATION PROCESS

To apply, please complete the following application form and equality and diversity monitoring form.

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact [Neil.Churcher@DurhamFA.com](mailto:Neil.Churcher@DurhamFA.com) who can arrange for any reasonable adjustment to be made for your application.

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged to take place at the offices of Durham County FA.

Durham County FA is committed to equality, diversity, and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

Durham County FA are committed to addressing individuals from underrepresented groups within the game.

### **Grassroots football is at the Heart of What we do!**

To be successful in this role you will be required to ensure that you are committed to completing any training that is deemed a requirement by Durham County FA or the FA.



## INDIVIDUAL ROLE PROFILE

### FOOTBALL SERVICES ADMINISTRATOR

There has never been a better time to join Durham County FA.

#### What we are looking for

- Knowledge of the structure and the key partner organisations within football, nationally and within the County FA locality.
- Ability to work independently and as part of a team.
- Excellent organisational skills and the ability to prioritise workload effectively.
- Commitment to delivering exceptional standards of customer service.
- Excellent IT skills, including the use of Microsoft Office applications.
- Attention to detail and an ability to manage accurate recording and reporting of information.

#### What we can offer

- A great career opportunity in football with a local governing body of the grassroots game.
- Opportunities to progress your career across the County FA Network throughout England and at the FA.
- Access to high-quality training, networking, and personal development opportunities.
- Increase your knowledge and provide an opportunity where you'll learn about all aspects of grassroots football.
- 22 days holiday entitlement plus bank holidays + company pension scheme.
- Nike staff kit allowance

#### Equality and Diversity

Durham County FA promotes inclusion and diversity and welcomes applications from everyone. If you have any requirements in relation to the recruitment or interview process, please include details on the application form.

**Salary:** £21,000 per year on a fixed term contract until 30<sup>th</sup> June 2028

**Hours:** 35 hours per week

**Location:** Durham County FA, Riverside South, Chester le Street, DH3 3QR



## APPLICATION FORM

### FOOTBALL SERVICES ADMINISTRATOR

Please return this completed application form and completed equality monitoring form to [Nel.Churcher@DurhamFA.com](mailto:Nel.Churcher@DurhamFA.com) later than noon on Wednesday 31<sup>st</sup> July 2024. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, 'Administration Officer application', Durham County FA, Riverside South, Chester le Street, County Durham, DH3 3QR.

Your application can be accompanied by a CV if you wish. The decision to invite you to attend for interview will be based on the information you provide on this form. Durham County FA is an Equal Opportunities Employer.

Title	
First Name(s)	
Last Name(s)	

Street Address	
City	
County	
Post Code	

FA Number (if known)	
Email Address	
Phone Number	

#### Do you have a full current driving licence?

YES      NO      *(delete as appropriate)*

#### Do you have access to your own personal transport?

YES      NO      *(delete as appropriate)*

#### Do you currently have an in-date FA Enhanced Criminal Records Check?

YES      NO      *(delete as appropriate)*

#### Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974? (You do not need to declare anything that is deemed 'spent')

YES      NO      *(delete as appropriate)*



## EDUCATION & TRAINING

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

Dates	Place of Learning	Course or Qualification	Grade

## EMPLOYMENT & VOLUNTEERING

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work.

Dates	Employers Name	Job Title	Key Responsibilities/Achievements

## INTERESTS, HOBBIES & LIVED EXPERIENCE

Please tell us about any interests, regular hobbies, lived experience you have that complement the skills and knowledge required in this role.

Interest / Hobby / Lived Experience	How does this support your application?

## MEMBERSHIP OF PROFESSIONAL BODIES

Please list any professional bodies that you are a member of.

Membership Bodies	Membership Type





## HOW I MEET THE REQUIREMENTS

### FOOTBALL SERVICES ADMINISTRATOR

Please ensure you have read and fully understand the recruitment pack for this role. Please contact [Neil.Churcher@DurhamFA.com](mailto:Neil.Churcher@DurhamFA.com) who can arrange for reasonable adjustments to made for your application.

**Please explain why you think you are well suited to meet the purpose of this role. (5000 characters)** (Please make sure to include any specific knowledge, paid work, voluntary work, or lived experience that demonstrates your skills relevant to this role.)



**Please detail your levels of experience in working in an administration or equivalent role (2500 characters)**



**Durham County FA values are:**

**PRIDE** In what we do, why we do it and who we represent.

**HONESTY** In our actions and our intentions

**INTEGRITY** In our approach and consistent in our decisions

**PROFESSIONAL** In our manner, on what we deliver and how we want to be perceived.

**How do you meet these values of Durham County FA?**

Durham County FA's culture and organisational structure is built on the four principal core values. Please provide evidential information and experiences of how you best demonstrate Durham County FA's four core values.



## ADDITIONAL INFORMATION

Durham County FA are committed to equality, diversity, and inclusion. Under the Equality Act 2010, Durham County FA are happy to complete any reasonable adjustments required by applicants with additional needs.

Please detail any adjustments you require to be made if you are invited to interview.

**If your application is successful, what notice period would you have to provide your current employer?**

**Do you currently have any holidays planned and if so what are the dates?**



## REFERENCES

Please provide details of two referees below. Personal references are accepted when no professional or academic reference is available.

	First Referee	Second Referee
Name		
Address		
Postcode		
Phone		
Email		
Relationship to you		

## 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.

## SIGNATURE

## DATE

The closing date for applications is noon on **Wednesday 31<sup>st</sup> July 2024**

To apply please email a completed application form and covering letter marked '**Football Services Administrator Application**' to [Neil.Churcher@DurhamFA.com](mailto:Neil.Churcher@DurhamFA.com) or post to Durham County FA Office, Riverside South, Chester le Street, County Durham. DH3 3QR marked 'Private and Confidential '**Football Services Administrator Application**'



# Equality and Diversity Monitoring Form

**Durham County Football Association Limited** wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

Please be assured that any information disclosed on this form will not be shared with the recruitment panel for the role you are applying for and will be used only by the Equality and Diversity Lead Officer to store and process anonymised diversity data for the purpose of ensuring equality of opportunity.

**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say

If you prefer to use your own term, please specify here:

**Are you married or in a civil partnership?** Yes  No  Prefer not to say

**Age** 16-24  25-29  30-34  35-39  40-44  45-49  50-54   
55-59  60-64  65+  Prefer not to say

## What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

### White

English  Welsh  Scottish  Northern Irish  Irish   
British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please write in:

### Mixed/multiple ethnic groups

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say

Any other mixed background, please write in:

### Asian/Asian British

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

### Black/ African/ Caribbean/ Black British

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please write in:

### Other ethnic group

Arab  Prefer not to say

Any other ethnic group, please write in:



**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?

Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual

Prefer not to say

If you prefer to use your own term, please specify here:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish   
Muslim  Sikh  Prefer not to say

If other religion or belief, please write in:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say

**What is your flexible working arrangement?**

None  Flexitime  Staggered hours  Term-time hours   
Annualised hours  Job-share  Flexible shifts  Compressed hours   
Homeworking  Prefer not to say

If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18)   
Primary carer of disabled child/children   
Primary carer of disabled adult (18 and over)  Primary carer of older person   
Secondary carer (another person carries out the main caring role)   
Prefer not to say