



Role Profile

Job Title:	Football Services Officer		
Reports To:	County Secretary	Jobs Reporting into the Job Holder:	None
1. Job Purpose			
<ul style="list-style-type: none"> To Implement The FA Discipline Regulations in Huntingdonshire. To support the delivery of the National Game Strategy and local County football plan in partnership with colleagues and key stakeholders To contribute to the achievement and retention of the Safeguarding Operating Standard To manage the renewal process for the sanction, affiliation and registration of leagues/competitions/associations, clubs and referees 			
2. Principal Accountabilities/Main Responsibilities			
<ul style="list-style-type: none"> Thoroughly investigate each reported case of misconduct and aggravated offences. Accurately administer each case along with the timely issuing of all charges/sanctions and related paperwork online in the Customer Relationship Management (CRM) / FA Whole Game System (WGS) and hard copy. Manage and provide support clubs and players with Player Registration and email. Provide up to date advice and support to leagues and clubs on all aspects of The FA Discipline Regulations and be the first point of contact for customers regarding discipline queries. Liaise internally and externally to co-ordinate and arrange commissions for personal hearings and appeals and act as Secretary. Arrange WebEx's to hear correspondence cases. Liaise with MARCOMMS to keep The Huntingdonshire FA website up to date with discipline handbooks, guidelines and updates. Implement The FA Football Debt Recovery scheme in Huntingdonshire. Provide weekly updates to leagues on player, team and club suspensions. Provide weekly information and regular discipline updates to the County Secretary and colleagues. Arrange regular meetings with the Referee Development Officer and County Designated Safeguarding Officer regarding specific allegations of bad practice and misconduct. Update commission members and Local Football Anti-Discrimination Panel (LFADP) members with the latest FA Regulation changes. Be responsible for queries from the Finance Officer regarding Discipline To act at all times in the best interests of children and young people under the age of 18 and in accordance with The FA's Safeguarding Children Policy Ensure that the CFA effectively implement and maintain the FA's Safeguarding Operating Standard within Football. To undertake Safeguarding training and CPD as considered appropriate by the CFA. Administer the sanctioning of competitions, clubs and referees through CRM and The FA Whole Game System Management of County Cups using CRM and Full Time Production of County Cup Final Programmes online Management of Huntingdonshire FA use of Flippingbook Management of Huntingdonshire FA Handbook and Handbook App Any other duties prescribed by the County Secretary and Senior Staff 			

3. Knowledge/Experience/Technical Skills/Behaviours

a) Knowledge/Experience/Technical Skills

Essential:-

- Excellent administration and IT skills
- Ability to prioritise and structure work
- Eye for detail and accuracy
- Excellent communicator – verbal and written
- Ability to read, digest and assimilate information
- Ability to form good working relationships with internal and external customers
- Work practically and methodically
- Developing and delivering goals and objectives
- Monitoring and evaluation
- Ability to think ‘outside of the box’ and gather and collate information
- Demonstrate a working understanding and application of inclusion, equality and anti - discrimination, and safeguarding.
- Ability to Chair a meeting and manage the general meetings so that everybody has a chance to present their views.

Desirable:-

- Experience of Sports / Football Administration
- Knowledge of the structure and organisations within football both Nationally and within the County boundary
- Knowledge of partner organisations within the County FA locality
- Demonstration of equality in action
- Outcome focussed
- Data analysis
- Report writing
- Demonstrate a working knowledge of the Standard Code of Rules, Standard Code of Rules Youth, The Standardised Rules as well as the Regulations and Articles of The Huntingdonshire FA.

b) Behaviours

- Problem Solving
- Teamwork
- Good communications skills; open-minded and articulate
- Customer Excellence
- Developing Self and Others
- Leadership
- Visionary: future orientation
- Ability to influence others, without dominating

C) Hunts FA Values

- **DIVERSITY** – We recognise diversity in people and ideas.
- **ACCOUNTABILITY** – We acknowledge and assume responsibility for the actions, products, decisions, and policies we take.
- **COLLABORATION** – Together we make football stronger and contribute to its development more. Greater success, comes from sharing our goals and support to our stakeholders.
- **PRIDE** – We take pride in our work. We check and challenge and better those around us.
- **SIMPILFY** – Football is simple, let’s keep it that way.
- **INNOVATION** – Pursuing new can creative ideas that ensure that we stay relevant to our community needs and requirements.
- **COMMUNITY** – We are part of a community and we measure our success on how we benefit that community

Further Information

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?

YES

Where the answer to the above question is **YES** the following wording will be included in any advertisement

“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 DBS check 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”

Completed by Name/Role	Dean Watson
Signature	<i>Dwats</i>
Date	12/06/2019