



JOB DESCRIPTION & PERSON SPECIFICATION

Job title	Football Services Officer
Reports to	Chief Operating Officer

Location	Huntingdonshire FA, Armstrong House, 4 Sovereign Court, Lancaster Way, Ermine Business Park, Huntingdon, PE29 6XU.
Working hours	9:30am – 14:30pm – Monday to Friday - 25 Hours Per Week
Contract type	Permanent
Direct reports	Chief Operating Officer

Job purpose	
<ul style="list-style-type: none"> • To support the delivery of the National Game and local 'County' football plan in partnership with colleagues and key stakeholders. • To contribute to the achievement and retention of the Safeguarding 365. • To assist in the efficient running of the Football Services department. • To assist the renewal process for the sanction, affiliation and registration of leagues/competitions, clubs, player registrations and referees. • To assist in the process and management of County Cup draws, fixtures and results. • To assist with all administrative tasks associated with FA systems. 	

Job responsibilities	
<ul style="list-style-type: none"> • Be the main point of contact and maintain a strong relationship base with both internal and external stakeholders. • Manage and provide up to date advice and support to clubs, players and leagues. • Provide the highest level of customer service to clubs within the Hunts FA stakeholder network. • Execute tasks and other duties required to meet the Huntingdonshire FA's changing priorities. • To support the delivery of National and County based Marketing initiatives. 	

Person specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • Educated to A level or equivalent. 	
Skills	
Essential	Desirable
<ul style="list-style-type: none"> • Ability to work well with partner organisations across different sectors to assist in the planning, delivery and support of football. 	<ul style="list-style-type: none"> • Event organisation and management. • Capability to create multiple reports, budgets and plans.



<ul style="list-style-type: none"> • Project management skills and experience – to plan, set and achieve objectives to multiple deadlines. • Excellent administration and IT skills, including the use of Microsoft Office applications. • Ability to work independently and as part of a team. • Excellent time management, prioritisation skills and an ability to structure work. • Excellent problem-solving and decision-making skills with an ability to work practically and methodically. • Outstanding communication and presentation skills. • Exceptional customer service. 	
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Knowledge and experience	
Essential	Desirable
<ul style="list-style-type: none"> • Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. • Demonstrate excellent communication skills both verbal and written. 	<ul style="list-style-type: none"> • Knowledge of The FA's Safeguarding 365 Standard for County FAs. • Knowledge of grassroots football structures and the local footballing landscape. • Knowledge and understanding of working with volunteers.
Enhanced DBS Check required?	YES
Check required on Companies House disqualified directors' register?	YES
Clean, full driving licence?	YES

The job holder will be expected to understand and work in accordance with the strategic priorities described below.	
Strategic priority	Objectives
IMPROVE PLAYING CHOICE AND OPPORTUNITIES	<ul style="list-style-type: none"> • Evolve the youth game. • Improve team based football for adult male players. • Create more opportunities to play safe, inclusive casual football. • Support the disability game to grow and thrive.
DEVELOP EQUAL OPPORTUNITIES FOR WOMEN AND GIRLS TO PLAY	<ul style="list-style-type: none"> • Sustain and grow more playing opportunities in schools. • Create more team based playing opportunities. • Extend and enhance casual opportunities to play. • Deliver safe and inclusive environments for women and girls to thrive.
BUILD MORE AND IMPROVE EXISTING FACILITIES	<ul style="list-style-type: none"> • Transform grass pitch quality. • Build more 3G pitches. • Create inclusive and accessible facilities. • Improve environmental sustainability.
TACKLE POOR BEHAVIOUR	<ul style="list-style-type: none"> • Apply tougher sanctions. • Promote positive behaviour. • Drive collective responsibility across the game to raise standards.
DEVELOP A VALUED NETWORK OF	<ul style="list-style-type: none"> • Grow the number of people running the game. • Improve the diversity of those running the game.



VOLUNTEERS, COACHES AND REFEREES	<ul style="list-style-type: none">• Support those running the game to learn and develop.• Celebrate and reward those running the game.
SUPPORT THRIVING COMMUNITY CLUBS	<ul style="list-style-type: none">• Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation.• Help clubs to become more sustainable.• Support the current and future generation of club leaders.• Equip clubs to add value to their local communities.
CONNECT AND SERVE PARTICIPANTS	<ul style="list-style-type: none">• Make it easier to find information and opportunities to play, volunteer and learn.• Improve our customer service and communications.• Develop our digital tools to make running the game easier.• Explore digital opportunities to enhance the football experience.
PROGRESS THE GAME'S GOVERNANCE	<ul style="list-style-type: none">• Promote the highest levels of governance across the grassroots network.• Evolve local Football Associations focused on developing football For All.• Support the grassroots game to be financially robust.• Support the game to be safe and well-run.

Job description reviewed and modified by:	Designated Safeguarding Officer- Sarah Hudson
Date job description reviewed and modified:	27/11/2024
Job description authorised by:	Chief Operating Officer- Brett Fairholm
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.