



JERSEY FA

Application Pack

**Football Services Manager &
Competitions Committee Chair**



The Role

An exciting opportunity has arisen for the right candidate to join the Jersey Football Association's senior management team, to spearhead the successful running and administration of the affiliated game in our island.

The new **Football Services Manager** will lead, and provide strategic direction to, Jersey FA's Football Services team and Competitions Committee.

The successful applicant will provide the key administrative support function for local clubs and football participants, providing effective leadership of the JFA Combination League.

They will oversee player registration, discipline processes, affiliation, and England Football Accreditation. As the Association's Deputy Senior Safeguarding Lead, they will ensure Jersey is an inclusive, safe and positive place in which to play football.

Football For All

Established in 1905, the Jersey FA is affiliated to the FA in England and is a registered Jersey charity. Our aim is to grow participation levels, encourage diversity, promote best practice and create a safe learning environment for all to enjoy the game. The JFA is also a registered childcare provider with the Government of Jersey.

There are over 3,000 players of all ages involved in football in the island, supported by hundreds of volunteers working alongside us to ensure the grassroots game flourishes, grows and continues to be Jersey's number one participation sport.

JFA Vision: Uniting a football community to make Jersey a better place to live.

JFA Mission: To govern, safeguard and modernise Jersey football, and create the foundations for a lifelong involvement in the game.



Job Description

Job title: Football Services Manager & Competitions Committee Chair

Reports to: Chief Executive Officer

Location: Springfield Stadium, Janvrin Road, St Helier, Jersey, JE2 4LF, with a hybrid working model in place.

Working hours: 37.5 hours per week, including some evening or weekend working

Contract type: Permanent

Salary: £40,000 per year

Direct reports: Football Services Assistant, Fixtures Secretary

Job purpose

- To support delivery of The FA Grassroots Football Strategy and Jersey Football Association Business Strategy.
- To provide strategic direction to the Football Services department.
- To lead on all aspects relating to football governance, discipline and regulation.
- To lead the Jersey FA Competitions Committee, overseeing the effective running of the JFA Combination League.
- To contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs.
- To deputise for the Senior Safeguarding Lead, ensuring robust safeguarding practices underpin all activity in Jersey football.
- To support the adoption of FA technology systems across grassroots football.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

Job responsibilities

Governance and Operations

- Awareness of all the Jersey FA policies and procedures, ensuring that they are reviewed annually and updated where necessary.
- Manage the Football Services team in line with personal and performance reviews; setting targets, monitoring performance and identifying training requirements.
- Communicate governance and regulation services that meet the needs of customers.
- Lead the affiliation of clubs and ensure safeguarding requirements are met.
- Ensure leagues fully comply with The FA Standard Code of Rules (adult and youth) prior to sanctioning.
- Collaborate with the Designated Safeguarding Officer to ensure the affiliation, sanctioning and registration processes are managed effectively and safeguarding requirements are met by clubs, leagues, coaches and referees.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems.
- Manage Football Services budgets and provide quarterly reports.
- Deal with appeals and complaints and liaise with the Chief Executive Officer where necessary.

Discipline

- Work with FA partners to oversee disciplinary processes to ensure cases are handled fairly, transparently and in compliance with FA regulations.
- Oversee the transition to greater use of central FA discipline services to support business efficiency.
- Ensure the Jersey Football Association meet the targets and timings of all cases for the National Serious Case Panel.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk in the disciplinary process.
- Ensure all under-18s involved in disciplinary cases are provided with age-appropriate support.
- Act on feedback from those involved in the disciplinary process, including any specific issues highlighted by under-18s and adults at risk.
- Regularly meet with the Designated Safeguarding Officer and Referee Development Coordinator in all matters where it is apparent that there has been abusive behaviour involving under-18 players and/or where the referee is under-18 or identifies as an adult at risk.

Safeguarding

- Deputise, as required, for the Jersey FA's Senior Safeguarding Lead.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Jersey FA and grassroots football.
- Awareness of the safer recruitment policy to ensure that staff and volunteers deployed by the Jersey FA are suitable for their roles and uphold the values and behaviours of the Jersey FA and that it is applied to new appointments.

Competitions

- Lead the Jersey FA's Competitions Committee, working closely with the Fixtures Secretary and Referee Appointments Officer to ensure the JFA Combination League provides engaging competition for all pathways.
- Chair and manage competition-related meetings, ensuring meetings are conducted in an efficient, effective and focused manner.
- Oversee the administration of Jersey FA representative matches and County Cup competitions providing guidance and support.

General

- Identify, manage and develop relationships with key partners to meet the strategic objectives of the Jersey Football Association.
- Execute tasks as required to meet the Jersey FA's changing priorities.



Person Specification

Qualifications	
<p>Essential</p> <ul style="list-style-type: none"> • A degree level qualification or equivalent experience. 	<p>Desirable</p> <ul style="list-style-type: none"> • Qualification in sports governance, sports law and regulation or equivalent experience.
Skills	
<p>Essential</p> <ul style="list-style-type: none"> • Strategic thinking and planning skills. • Self-motivated with excellent leadership skills and ability to build trust-based relationships. • Excellent internal and external stakeholder relations and customer service skills. • Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes. • Ability to coach, develop and manage the performance of staff. • Communication, interpersonal and influencing skills. • Effective prioritisation and time management skills • IT skills, including the use of Microsoft Office applications • Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation and football. 	<p>Desirable</p> <ul style="list-style-type: none"> • Project management skills and experience – to plan, set and achieve objectives within deadlines. • Budget management skills. • Ability to use data to monitor and evaluate programmes. • Effective report-writing and presentation skills.
Knowledge and experience	
<p>Essential</p> <ul style="list-style-type: none"> • Knowledge and understanding of FA rules and regulations. • Experience in the conduct and management of investigations, including case file preparation. • Knowledge of how the County FA operates in partnership with The FA. • Knowledge of grassroots football structures and the National League System. • Knowledge of and commitment to equality, diversity and inclusion. • Knowledge of The FA's Safeguarding Operating Standard. • Knowledge of good people management practice. 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience gained working in a regulatory or law environment. • Experience of utilising mapping programmes to support strategic and logistical planning. • Knowledge and understanding of The FA's Grassroots Football Strategy and how the County FA Business Plans support its delivery. • Experience of chairing meetings effectively and efficiently. • 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 volunteers, coaches and referees	<ul style="list-style-type: none"> • Grow the number of people running the game • Improve the diversity of those running the game • 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

Safeguarding

Jersey FA takes its role as a provider of football for under-18s and Adults at Risk very seriously. Their wellbeing is paramount in all decisions taken by us. All children, young people and Adults at Risk we come into contact with have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

We act in accordance with legislation, statutory guidance and The FA's Safeguarding Policies and Procedures and any associated guidance including the achievement and retention of The FA's Safeguarding 365 Standard for County FAs.

Jersey FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Equality & Diversity

Jersey 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 in your covering letter.

Application & Selection

Please note that applications will only be accepted from those who are "entitled" or "entitled to work" in Jersey.

To apply, please submit your CV and a covering letter (outlining your suitability for the role) to the Jersey FA Chief Executive, Tim Pryor, at tim.pryor@jerseyfa.com

The application deadline is **Thursday 19 December 2024**.

Applications received after the deadline will only be considered in exceptional circumstances. All applications will be acknowledged.

Shortlisted applicants will be contacted by **Friday 20 December 2024**.

Interviews will be held early in the new year.