



NORTHANTS FOOTBALL



JOIN THE TEAM
RECRUITMENT PACK
Executive Assistant

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INTRODUCTION FROM THE CEO



As we edge closer to a new four-year strategic cycle, we can look forward to an exciting and prosperous future for our County FA. The past two years have seen the Association make some excellent progress and as we enter the final year of our current strategy, our key performance indicators have been all but met across the board.

We have gained a reputation for being the 'model' CFA in relation to safeguarding having successfully met all NSPCC assessment measures for a second consecutive year. We have carefully and successfully managed a budget that allows us to keep costs to all participants at a minimum and the staff team are now more or less back to full strength following the impact of the pandemic. We are delighted with the progress being made by both long-term and more recently appointed employees in delivering on both FA and local football objectives.

General feedback from our stakeholders also indicates that good progress is being made by the NFA across the County. A renewed transparency and consistency have enabled Leagues and Clubs to gain confidence in the organisation with a greater number of volunteers clearly able to identify the contributions of the Association to the wider football community.

We will be aiming to build upon this improved perception by bringing the NFA Board, Council and Staff together in support of those that make the game happen in Northamptonshire. Our aim is quite simply to provide a framework of equal opportunity allowing everyone to enjoy our beautiful game in a fun, safe and welcoming environment.

To that end we are looking to strengthen our governance model in line with the FA's mandatory new code, by adding an experienced, committed and enthusiastic Executive Assistance to join our staff team to help support the Association in achieving this important standard.

We look forward to hearing from you...

Christian Smith

Chief Executive Officer, Company Secretary and Senior Safeguarding Lead



NORTHANTS FOOTBALL

ABOUT NORTHANTS FA

Northants FA is the local governing body for football covering Northamptonshire. Our role is simple; To Protect, Promote & Progress an individual's journey in football by inspiring a lifelong relationship with the Game. Football has the power to Change Lives and connect people, and this is why we do what we do.

Since 1895, Northants FA have been governing the game locally, working with our member clubs and leagues to ensure that the game is played with integrity and passion. Over the years, the role that Northants FA plays in football has changed significantly and it now looks after over 27,000 players across 1,600 teams, engaging with thousands of coaches, referees, supporters, club and league officials and parents.

The County FA is responsible for everyone's journey in football and our role is to keep opening opportunities and breaking down barriers for more and more people to enjoy this beautiful game.

Our staff team provide expert advice and support to our members across a variety of development, safeguarding and governance fields.

Our Board of Directors, composed of dedicated and skilled individuals with a passion for making a difference, provide support and advice to the executive team with expertise in:

- Safeguarding
- Finance
- Grassroots Football Inclusion
- Human Resource

We hope to complement this strong group further with additional, wider expertise.

Our ambition for improving the game and people's lives drives our strategy and the work we do.



OUR STRATEGY

In July 2021 we updated our strategic goals with a new 3-year strategic plan. As we now begin to look beyond 2024 and into a new FA development cycle, we can reflect on a successful two years...

With each passing season comes renewed optimism after some very dark days for our communities and our sport. Significant changes have been made within the business during recent years to enable us to look ahead with confidence. From a versatile, highly qualified and diverse Board of Directors to a streamlined but focused team of staff, we continue to embrace the principles of safeguarding, good governance, equality, inclusion and financial stability to ensure the next chapter in the Association's illustrious history is protected and enhanced in the years ahead.

NFA Vision – We want every stakeholder in the County game to "Feel Good About Football"

NFA Values – We Care, we are Visible, we are Inclusive, we are Fair & Transparent, and we "Make a Positive Difference"

NFA Mission – We will connect with our community to Protect, Promote and Progress the game



STRATEGIC GOALS

Our strategic goals can be summarised into 3 areas - **protect**, **promote** and **progress**

By June 2024 Northamptonshire FA will:

- Be fully compliant with FA Safeguarding Standards
- Be fully compliant with FA Code of Governance
- Be financially secure, adopting all FA Finance Standards
- Have attained as a minimum, the Equality Standard for Sport Preliminary Level
- Have a diverse and inclusive offer for any players new to the game
- Have the health and welfare of its staff, volunteers and stakeholders at the very heart of its work
- Provide a 'game for life' for everyone who plays football in the county
- Ensure all players, coaches and referees have the opportunity to fulfil their individual potential
- Be visible to the wider community, with our work and ambitions clearly understood by all stakeholders
- Attain and exceed all FA Key Performance Indicators
- Put fun back into the game for all stakeholders across the County following many years of discontent and mis-trust



THE OPPORTUNITY & ROLE PURPOSE

THE OPPORTUNITY

Northants FA are inviting applications for an Executive Assistant on a permanent contract.

We are looking for individuals with the right skills, knowledge, and experience to help Northants FA achieve The FA's Code of Governance & continue to Safeguard all effectively. As an equal opportunity employer, we welcome applications from all sections of our diverse community.

JOB PURPOSE

- To support delivery of the County FA's Business Strategy and The FA Grassroots Football Strategy
- To support the CEO in overseeing the operational administration of the County FA
- Ensuring records for our workforce (staff, board & council) and affiliated teams are updated and compliant with the FA's Safeguarding 365 Standard
- To contribute to the effective implementation of The FA's Code of Governance for County FAs
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time

LOCATION

The role is based at the County FA Headquarters.

9 Duncan Close, Moulton Park, Northampton, NN3 6WL

WORKING HOURS

25 hours per week (Monday - Friday 9.00am – 2.00pm with some flexibility)

Plus attendance at approximately 3-4 essential evening meetings per month on an ad hoc basis (paid as overtime)

SALARY

£14,275 per annum (plus overtime at standard rate)



THE ROLE

RESPONSIBILITIES

- Oversee the daily operations of the County Headquarters, including liaison with all suppliers
- Implement procurement procedures for items and services required across the Association
- Contribute to the administration of The FA's Safeguarding 365 Standard for County FA's
- Support the recruitment of staff and volunteers into the County FA using the FA's Safer Recruitment Policy
- Be part of the working group that manages the County FA's annual awards programme
- In liaison with the CEO, manage all requirements related to the Code of Governance for County FA's
- Act as Secretary to the Chairman and Board of Directors
- Attending Board and Council / Committee meetings, taking minutes and circulating in good time
- In liaison with the CEO, maintain the Directory of Policies relating to the Code of Governance
- Review, devise and develop reporting and filing processes for the County FA
- Manage the CEO's diary arranging relevant internal and external meetings
- Arrange travel and accommodation where necessary for all staff
- Submit relevant documentation to The FA
- Oversee the coordination of the Association's meetings calendar
- Collate and distribute relevant documentation for all Board, Council and Committee meetings
- Manage and administer company personnel records in line with the staff handbook, including annual leave requests and staff sickness procedures
- Liaise with CEO in ensuring all HR documentation is up-to-date and in line with current employment law
- Coordinate IT hardware and software purchasing requests
- Coordinate all internal IT issues, escalating them to The FA as and when required
- Maintain good safeguarding awareness training and contribute to ensuring that safeguarding, equality and inclusion are embedded throughout the County FA and grassroots football
- Maintain an awareness of all County FA policies and procedures, ensuring that they are reviewed annually and updated where necessary

QUALIFICATIONS

ESSENTIAL

- Minimum A Level

DESIRABLE

- Further education in business administration

SKILLS

ESSENTIAL

- Excellent internal and external stakeholder relations and customer service skills
- Great attention to detail
- Effective report-writing and presentation skills
- Effective prioritisation and time management skills
- Excellent IT skills, including the use of Microsoft Office applications
- Excellent problem-solving and decision-making skills

DESIRABLE

- Basic financial processes (invoicing etc)
- Competency with social media platforms

KNOWLEDGE & EXPERIENCE

ESSENTIAL

- General office administration experience
- Creating and maintaining structured, online filing systems
- Minute taking
- Secretarial duties including typing & filing (online & offline)
- Booking venues, transport & accommodation
- Diary management
- Obtaining quotations from essential suppliers and liaising/building relationships with suppliers
- Maintaining accurate and complete personnel records
- Knowledge of and commitment to equality, diversity and inclusion

DESIRABLE

- Knowledge of safeguarding in a sporting environment
- Knowledge and understanding of The FA's Grassroots Football Strategy and how the County FA business plans support its delivery
- Knowledge and understanding of working with volunteers
- Experience in the football community and a passion for football.

ENHANCED DBS REQUIRED*

YES

CLEAN, FULL DRIVING LICENCE

YES

THE ROLE HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE VALUES AND BEHAVIOURS DESCRIBED BELOW:

NFA VALUES	BEHAVIOURS
WE CARE	<p>Demonstrates empathy for the football community:</p> <ul style="list-style-type: none"> • Protecting the interests of all participants • Promote positive behaviours • Progress every aspect of the game to the benefit of all
WE ARE VISIBLE	<p>Champions all that is good about football:</p> <ul style="list-style-type: none"> • Demonstrates the values of the Association • Avoids pre-judgement when listening to suggestions from others • Seizes the opportunity to apply FA standards at all times
WE ARE INCLUSIVE	<p>Ensures that football is, and will remain, a game for everyone:</p> <ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game • Provides equal opportunity to people of different backgrounds, experience and perspective • Seeks out and embraces new ways of thinking and working.
WE ARE FAIR AND TRANSPARENT	<p>Serving the whole game and doing the right thing:</p> <ul style="list-style-type: none"> • Avoids bias and subjectivity • Retains the values of sportsmanship and follows rules and standards • Provides good judgement and reasoning for all decisions
WE MAKE A POSITIVE DIFFERENCE	<p>The very best outcome achieved by sustained excellence in performance:</p> <ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times • Persistent to achieve a standard that others consider impossible • Challenges others to go further and achieve more

****Northamptonshire 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.***



HOW TO APPLY

- Complete the online application form [here](#) by **31st July 2023, 17:00**. Please note that no applications will be accepted after this time
- The application form cannot be saved so we recommend completing in a word document prior and transferring to the application form ahead of submission.
- Complete the Equality and Diversity Monitoring Form found [here](#)
- Northamptonshire FA is an equal opportunity employer and positively encourage applications from suitably qualified and eligible candidates regardless of sex, ethnicity, disability, age, sexual orientation, gender identity, religion and belief.
- [Click here](#) to see the Northants FA Safer Recruitment Policy

For an informal discussion about the opportunity, please contact our CEO, Christian Smith on 07789 514582
The closing date is 17:00 GMT on 31st July 2023

Interviews will take place week commencing 7th August 2023.

Protecting your personal data is of the utmost importance to Northants FA and we take this responsibility very seriously. Any information obtained by us or our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with are securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.



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