

Role Profile

Job Title:	County Administrator		
Reports To:	Head of Operations Quarterly reports to Line Manager	Jobs Reporting into the Job Holder:	
1. Job Purpose			
<ul style="list-style-type: none"> To support the operations team by way of completing duties and responsibilities indicative of the traditional area's of the game including Disciplinary, membership, refereeing, safeguarding children, competitions and finance. To provide a high quality administrative support to the Head of Operations and Senior staff To support the business to operate safely and effectively when working with children and young people 			
2. Principal Accountabilities/Responsibilities			
<u>Sanctions/Affiliation</u>			
<ul style="list-style-type: none"> Lead and manage the renewal process for the sanction, affiliation and registration of Clubs/Leagues/Competitions/Associations. Liaise with County Welfare Officer regarding Club Welfare Officer queries Liaise with County Welfare Officer to support County Action Plans and Safeguarding Issues arising from Affiliation/Club Changes Manage the Form Dx for Tournament Sanctions Manage Friendly Match/Charity Match Sanctions Process Applications to Play against foreign opposition 			
<u>Northamptonshire County Schools FA</u>			
<ul style="list-style-type: none"> Assist the County Schools FA Secretary in administration duties as required by the Association. 			
<u>Disciplinary Duties</u>			
<ul style="list-style-type: none"> Provide secondary support to the Investigations Officer Qualify as FA Discipline Secretary in order to assist the Investigations Officer in hearing Correspondence/Personal Hearing's Support receipting and invoicing Liaise with other members of the organization effectively as well as The FA and other County FA's. Assist our volunteers with queries and issues on Discipline matters Have good knowledge of the Disciplinary Procedures up to step 5 of the National Non-League system 			
<u>County Cups</u>			
<ul style="list-style-type: none"> Provide support to the County Cup administrator in administering the competition using Full Time/WGS 			

General Administration

- Answering of office phones in a timely manner in line with NFA Customer Service Policy
- Answering of email queries in a timely manner in line with NFA Customer Service Policy
- Take payments from customers in the office and provide receipts
- Answer the main office doors and greet customers
- Complete DBS checks
- Assist with the running of the NFA Youth Council

General

- Any other duties prescribed by the Head of Operations and EO

3. Knowledge/Experience/Technical Skills/Behaviours

a) Knowledge/Experience/Technical Skills

Essential:-	Desirable:-
<ul style="list-style-type: none"> • Experience in a secretarial/administration role • Ability to work with partner organisations to support the delivery of programmes and courses • Significant experience of using Microsoft Office including Word, Excel and PowerPoint • Demonstration of equality in action 	<ul style="list-style-type: none"> • Knowledge/experience of grassroots football • Secretarial / administration qualification

b) Behaviours – as defined in County Football Association Competency Model

<ul style="list-style-type: none"> • Problem Solving • Teamwork • Communicating • Delivery 	<ul style="list-style-type: none"> • Customer Excellence • Developing Self and Others • Leadership (only applicable for roles with line/project management)
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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 /NO (delete as applicable)

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 Criminal Records Bureau Disclosure, 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

Signature	
Date	