

# NOTTINGHAMSHIRE FOOTBALL ASSOCIATION VACANCY

Nottinghamshire  
Football Association



## ADMIN SUPPORT OFFICER FULL TIME (FIXED CONTRACT TO 30TH JUNE 2024) SALARY BANDING £18,000 - £20,000 PER ANNUM

The Nottinghamshire Football Association is looking to appoint a full time Admin Support Officer.

Reporting directly to Football Development Officer (Participation) the successful applicant will be required to demonstrate excellent IT skills including the use of Microsoft Office applications and previous administration experience would be advantageous

This role will provide administration support for our safeguarding, refereeing and workforce education programmes across Nottinghamshire whilst supporting the delivery of the FA National Game Strategy and contribute to the effective implementation of the FA's Safeguarding365 for County FA's

Good communication, interpersonal and influencing skills are essential to this role and experience of working with volunteers would be desirable. We would also want the successful candidate to understand and work in accordance with the NottinghamshireFA values and behaviours described in the job description.

The role is both office based and remote with a requirement of at least 3 days a week in the office. You will be required to have a flexible approach to working hours as these may include evenings and weekends.

The successful applicant must hold a valid and current driving licence.

To discuss the role please contact Michelle Marshall, Football Development Officer (Participation) on 07534268996 or [michelle.marshall@nottinghamshirefa.com](mailto:michelle.marshall@nottinghamshirefa.com)

To apply please email a copy of your CV and covering letter to Michelle Marshall [michelle.marshall@nottinghamshirefa.com](mailto:michelle.marshall@nottinghamshirefa.com)

- The closing date for applications is 5pm Monday 7th March 2022
- Interviews will take place week commencing 21st March 2022

The Nottinghamshire Football Association is committed to equality of opportunity and welcome applications from all sections of the community.

***As this role may involve 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.***



# JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE

Admin Support Officer

REPORTS TO

Football Development Officer - Participation

JOB PURPOSE(S)

- To support delivery of The FA National Game Strategy and the Nottinghamshire FA Business Strategy.
- To assist in the efficient running of the Football Development department.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.
- 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.

DIRECT REPORTS

None

LOCATION

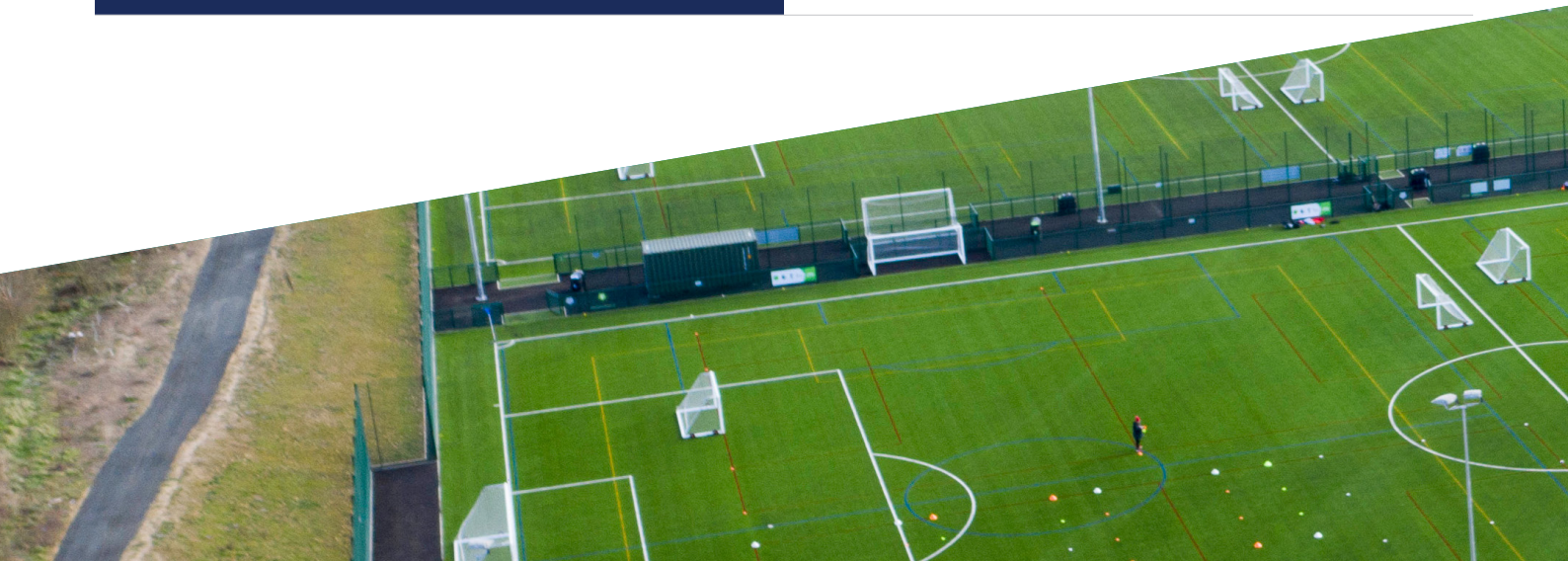
Nottinghamshire County FA Offices & Remote Working (office minimum 3 days per week)

WORKING HOURS

35 hours per week with a requirement for occasional evening and weekend work

CONTRACT TYPE

Fixed Term Contract







**FOR  
ALL**

## RESPONSIBILITIES

- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, FA Events, Whole Game System, Matchday app and Full-Time).
- Provide administration support to safeguarding programmes, activities, events and communications.
- Provide administration support to the DSO regarding DBS compliance.
- Provide administration support in gathering the correct information and scheduling safeguarding validation visits.
- Provide administration support for referee course's including promotions, course bookings, course confirmation, course sign off and registering of referees five game completion
- Support other referee admin duties as determined by the business such as maintaining an inventory and distribution of refereeing kit and equipment
- Drive and support the promotion of FA education courses encouraging and increasing engagement of individuals across Nottinghamshire
- Assist with general day to day enquiries regarding all workforce education
- Support the administration of the Notts FA coaches club and other workforce programmes
- Contribute to ensuring that safeguarding and equality are embedded throughout the Nottinghamshire FA and grassroots football.
- Execute tasks as required to meet the Nottinghamshire FA changing priorities.





## PERSON SPECIFICATION

### QUALIFICATIONS

#### Essential

- GCSEs in Mathematics and English at Grade C or above (or equivalent).

#### Desirable

- A qualification in business administration.

### SKILLS

#### Essential

- Ability to work independently and as part of a team.
- Excellent organisational skills and the ability to prioritise workload effectively.
- Excellent problem-solving and decision-making skills.
- Ability to communicate effectively and in a manner appropriate to the audience.
- Commitment to delivering exceptional standards of customer service.
- Ability to use Microsoft Office effectively (Word, Excel, Power Point).
- Attention to detail and an ability to manage accurate recording and reporting of information.

#### Desirable

### KNOWLEDGE AND EXPERIENCE

#### Essential

- Knowledge of grassroots football governance and regulation.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality

#### Desirable

- Knowledge of The FA's National Game Strategy,
- Knowledge and understanding of working with volunteers,

ENHANCED DBS CHECK REQUIRED?

Yes

CLEAN, FULL DRIVING LICENCE?

Yes



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

FA VALUE	BEHAVIOURS
INTEGRITY	<p><b><i>Demonstrating integrity at work:</i></b></p> <ul style="list-style-type: none"> <li>• Respect other opinions. Honouring colleagues, managers and stakeholders' opinions and ideas</li> <li>• Reliable and trustworthy</li> <li>• Responsible and accountable for your actions</li> </ul>
COLLABORATIVE	<p><b><i>Encourage collaborative behaviour:</i></b></p> <ul style="list-style-type: none"> <li>• Listening and evolving together, helping, and supporting each other</li> <li>• Open to and accepting of new ideas</li> <li>• Communicate clearly, actively listening to others, taking responsibility, and respecting diversity</li> </ul>
INNOVATIVE	<p><b><i>Practical implementation of ideas resulting in new services and engagement:</i></b></p> <ul style="list-style-type: none"> <li>• Connect to your own creativity</li> <li>• Develop your curiosity and observational skills</li> <li>• Introduction and application of new ideas, products, processes and procedures</li> </ul>

JOB DESCRIPTION REVIEWED AND MODIFIED BY:

DATE JOB DESCRIPTION REVIEWED AND MODIFIED:

16/02/2022

JOB DESCRIPTION AUTHORISED BY:

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.