



FOR ALL



Job Description & Person Specification

Job title	Discipline & Respect Officer
Reports to	Head of Football Operations

Job purpose(s)	
<ul style="list-style-type: none"> To support delivery of The FA National Game Strategy and the Nottinghamshire FA Business Strategy. To lead on all aspects relating to discipline. To lead on the FA Respect programme. To assist in the efficient running of the Football Services 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
Working hours	35 hours per week with a requirement for occasional evening and weekend work
Contract type	Fixed Term Contract

Responsibilities	
<ul style="list-style-type: none"> Ensure all disciplinary cases are handled fairly, transparently and in compliance with FA regulations. Communicate governance and regulation services that meet the needs of customers. Raise appropriate misconduct charges for breaches of FA rules and regulations within relevant timescales. Arrange personal and non-personal hearings and act as the secretary to commissions when required. Ensure that the Nottinghamshire FA is operating at a minimum to The FA's 'Player and Club Guide to Personal Hearings'. Ensure the Nottinghamshire FA meet the targets and timings of all cases for the National Serious Case Panel. Deal with all reports of discrimination. Support club and league secretaries with the discipline process and providing updates where necessary. Provide regular updates on disciplinary matters to the Head of Football Operations and CEO. Support with appeals and complaints in conjunction with the Head of Football Operations and CEO where appropriate. Lead, implement and deliver The FA respect programme. Linking this with patterns of poor discipline along with proactive initiatives alongside affiliated leagues and relevant Nottinghamshire Support the affiliation of clubs and ensure leagues fully comply with The FA Standard Code of Rules (adult and youth) prior to sanctioning. Support with the Nottinghamshire FA County Cups and lead on discipline for the County Cups 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). Execute tasks as required to meet the Nottinghamshire FA changing priorities. 	



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Safeguarding

- 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 Officer 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.
- 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.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Nottinghamshire FA and grassroots football.

Person specification

Qualifications

Essential

- Educated to A Level or equivalent.

Desirable

Skills

Essential

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills.
- Excellent problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

Desirable

- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.
- Capability to create multiple reports, budgets and plans.



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Knowledge and experience	
Essential <ul style="list-style-type: none"> Knowledge and understanding of FA rules and regulations. Knowledge of how the County FA operates in partnership with The FA. Knowledge of grassroots football structures and the National League System. 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 <ul style="list-style-type: none"> Experience gained working in a regulatory or law environment. Experience in the conduct and management of investigations, including case file preparation. Knowledge and understanding of The FA's National Game Strategy and how the County FA Business Plans support its delivery. Knowledge and understanding of working with volunteers.
Enhanced DBS Check required?	No
Clean, full driving licence?	No

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
Nottinghamshire FA value	Behaviours
INTEGRITY	Demonstrating integrity at work: <ul style="list-style-type: none"> Respect other opinions. Honouring colleagues, managers and stakeholders' opinions and ideas Reliable and trustworthy Responsible and accountable for your actions
COLLABORATIVE	Encourage collaborative behaviour: <ul style="list-style-type: none"> Listening and evolving together, helping, and supporting each other Open to and accepting of new ideas Communicate clearly, actively listening to others, taking responsibility, and respecting diversity
INNOVATIVE	Practical implementation of ideas resulting in new services and engagement: <ul style="list-style-type: none"> Connect to your own creativity Develop your curiosity and observational skills Introduction and application of new ideas, products, processes and procedures

Job description reviewed and modified by:	Marc Birkett
Date job description reviewed and modified:	08/08/2023
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.