

# Football Services Officer Vacancy

**Job Title:** Football Services Officer

**Location:** Bill Steward House, The Buntings, Stowmarket, IP14 5GZ

**Salary:** £21,000 per annum

**Hours per week:** 37 hours per week

**Closing Date:** 11:00 on Monday 23rd January 2023

**Vacancy Type:** Full time, permanent

## The Organisation

The Suffolk FA 2021-24 strategy released on 1<sup>st</sup> July 2021, outlines our ambition and intentions to revive the local game and continue striving towards A Thriving Local Game by making progress on our four strategic objectives:

- Support and develop the local football community
- Provide a safe, inclusive and respectful experience across all football environments
- Use the power and value of football to contribute to a better Suffolk society
- Strengthen the organisation to maximise continued investment into the local game

The successful candidate will be instrumental in helping the County FA deliver this.

You can find out more about Suffolk FA and the work we do at [www.suffolkfa.com](http://www.suffolkfa.com).

## Safeguarding

Suffolk FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will not be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process, but will be expected to undertake safeguarding training.

## The Role

Suffolk FA is looking for a methodical, diligent and professional administrator with excellent customer services skills. The successful candidate will be responsible for investigating discipline cases in a timely and professional manner, in line with FA regulations, and support the successful conclusion of such cases.

The successful candidate will also be responsible for supporting clubs and leagues through affiliation and sanctioning processes, and generally supporting Whole Game System compliance and issues.

Please see the job description and person specification for a full outline of the role and desired skills, knowledge and qualities.



A THRIVING LOCAL GAME

SUFFOLK COUNTY  
FOOTBALL ASSOCIATION

## Key Accountabilities

- To support delivery of The FA Grassroots Football Strategy and the Suffolk FA Business Strategy.
- 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.



A THRIVING LOCAL GAME

SUFFOLK COUNTY  
FOOTBALL ASSOCIATION

## What we can offer

- A great environment to make a difference to local football with the governing body of the grassroots game here in the heart of the County.
- A varied and exciting working life.
- Access to high-quality training, networking and personal development opportunities.
- Opportunities to progress your career across the network and wider sector.
- An Employee Assistance Programme.
- A competitive workplace pension scheme.
- Other benefits.

## Equality and Diversity

Suffolk 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 on the application form.

## The application and selection process

- Complete the Application Form and Equality and Diversity Monitoring Form and return marked 'Private & Confidential – Football Services Officer application' to Hayley Chart at [Hayley.chart@suffolkfa.com](mailto:Hayley.chart@suffolkfa.com) by 11:00 on Monday 23rd January 2023. Applications received after deadline will only be considered in exceptional circumstances e.g. proof of posting indicates undue delay through no fault of the applicant.
- Receipt of applications will not be acknowledged.
- Shortlisted applicants will be contacted on Tuesday 24th January 2023.
- Interviews will be held on Friday 27th January at Suffolk FA in Stowmarket.
- If required, second interviews may be held.

## Contact

If you have any questions about the role, or for an informal discussion, please contact Hayley Chart on 07572 107791.