



**ENGLAND
FOOTBALL**

JOB DESCRIPTION AND PERSON SPECIFICATION

DISCIPLINE OFFICER

Connecting People. Changing Lives.

ROLE PROFILE

Job Title	Discipline Officer
Reports to	Head of Governance
Salary	BAND 5: £20,250 - £24,750
Role Purpose	<ul style="list-style-type: none">• To support delivery of The FA National Game Strategy and the Berks & Bucks FA Business Strategy.• To administer and govern grassroots football through the application of The FA's disciplinary regulations and guidelines.• 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	This role will be based from the Berks & Bucks FA offices in Abingdon, however, the organisation currently operates a HYBRID working model for all staff.
Working Hours	This is a full-time role at 35 hours per week and will include a combination of weekday and occasional evening work in line with the demands of the role. Flexible working arrangements are offered for any commitments outside normal working hours.
Contract Type	Fixed Term Contract, expiring June 2024

RESPONSIBILITIES

DISCIPLINARY INVESTIGATIONS

- Ensure disciplinary cases are heard within the relevant timescales
- Provide timely updates and advice to clubs on disciplinary cases and procedures
- Ensure all disciplinary cases are handled fairly, transparently and in compliance with FA regulations.
- Ensure the Berks & Bucks Football Association meets the targets and timings of all cases for the National Serious Case Panel.
- Support club and league secretaries with the discipline process and providing updates where necessary.
- 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.
- Collect and 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.
- Provide regular updates on disciplinary matters to the Head of Governance.

DISCIPLINARY HEARINGS

- Arrange personal and non-personal disciplinary hearings and League Appeals and act as the secretary to commissions
- Ensure that the Berks & Bucks Football Association is operating at a minimum to The FA's 'Player and Club Guide to Personal Hearings'.
- Support the recruitment and training requirements of local disciplinary panels

CLUB & LEAGUE GOVERNANCE

- Support Clubs and Leagues with internal discipline administration and procedures
- Support the annual affiliation and registration of Clubs, Leagues, Players and Referees
- 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.
- Monitor and record complaints relating to Club and League administration
- Use data and insight to identify trends and proactive interventions to support Clubs and Leagues manage internal complaints

GENERAL

- 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).
- Collaborate with the Designated Safeguarding Officer on all matters involving under-18s and adults at risk within the disciplinary process.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Berks & Bucks FA and grassroots football.
- Execute tasks as required to meet the Berks & Bucks FA changing priorities.

PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL

- Educated to GCSE Level or equivalent.

DESIRABLE

- Relevant experience coordinating investigations in a safeguarding, welfare or Human Resources role

SKILLS, KNOWLEDGE & EXPERIENCE

ESSENTIAL

- Excellent IT skills, including the use of Microsoft Office applications.
- Exceptional customer service.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills.
- Excellent problem-solving and decision-making skills.

DESIRABLE

- Experience using FA online platforms, Smartsheet, Freshdesk or PowerBI.
- Capability to create multiple reports, budgets and plans.
- Project management skills and experience – to plan, set and achieve objectives to deadlines. Ability to use data to monitor and evaluate programmes.
- Knowledge and understanding of working with volunteers.
- Knowledge and understanding of FA rules and regulations.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.
- Knowledge and understanding of The FA's National Game Strategy and how the County FA Business Plans support its delivery.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.

ENHANCED DBS CHECK REQUIRED?

No

CLEAN, FULL DRIVING LICENCE?

Yes

The job holder will be expected to understand and work in accordance with the values and behaviours described below

CFA VALUE	BEHAVIOURS
PROGRESSIVE	Embraces new thinking in pursuit of continuous improvement: <ul style="list-style-type: none"> Identifies the need for, and actions change in direction, practice, policy or procedure. Questions the way things are done and takes informed risks. Continuously seeks to improve efficiency and performance.
RESPECTFUL	Sets the standards for respectful behaviour across the game: <ul style="list-style-type: none"> Maintains people's self-esteem when interacting with them. Avoids pre-judgement when listening to suggestions from others. Seizes the opportunity to apply FA standards at all times
INCLUSIVE	Champions and ensures that football is, and will remain, a game for everyone: <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.
INSPIRATIONAL	The very best outcome achieved by sustained excellence in performance: <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.
TRUSTED	Tenacious and accountable. Serving the whole game and doing the right thing: <ul style="list-style-type: none"> Works relentlessly to overcome roadblocks or obstacles to achieve the goal. Remains focused on seeing agreed goals through to completion taking pride in their work. Maintains motivation for their team and themselves.

JOB DESCRIPTION REVIEWED AND MODIFIED BY:	Alastair Kay, Head of Governance
DATE JOB DESCRIPTION REVIEWED AND MODIFIED:	26 th January 2023
JOB DESCRIPTION AUTHORISED BY:	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.