

Birmingham County FA Discipline Secretary

Birmingham County Football Association is looking for Discipline Case Panel Secretaries to support the hearing of disciplinary cases. The Secretary is the point of contact for all hearing related matters once appointed by the BCFA Discipline team.

Full training will be given to the successful candidates as well as a range of additional training and development opportunities.

Responsibilities

1. Provide hearing information to the Panel, Participant charged, County FA Witnesses and any other relevant persons in a timely manner.
2. Confirm attendance of the Panel, Participant charged, County FA Witnesses and any other relevant persons in a timely manner.
3. Offer a test session to ensure adequate internet connection for the Panel, Participant charged, County FA Witnesses and any other relevant persons at least 24 hours prior to the hearing itself.
4. Explain the procedure to all witnesses prior to being admitted into the hearing and ensure they have sight of the Personal Hearing Guide and have a copy of their submissions at least 24 hours prior to the hearing itself.
5. Where youth participants / witnesses are involved, ensuring parent / guardian would be accompanying youth participants / witnesses.
6. In youth cases, ensure all attendees are aware of the procedures when dealing with youth cases and assisting the Panel Chair to obtain timely written questions for those entitled to ask questions to youth participants / witnesses.
7. To assist the Panel with smooth and efficient running of the hearing.
8. Be able to provide guidance on regulatory matters to the Panel where required.
9. Where a case has been found proven, read out the decision on liability and introduce the previous offence history.
10. Where a case has been found not proven, readout the decision on liability.
11. Where the case has been found proven and final decision made, readout the decision and inform the Participant charged of their right to appeal.
12. Where a hearing has been adjourned, liaise with all parties to finalise a date to reconvene and provide the relevant hearing details.
13. After the hearing, inform the County FA of the decision of the Panel.
14. Any other responsibilities as defined by the Birmingham County FA from time to time.

Key Requirements

1. Interpersonal and communication skills.
2. Sensitivity, ability to listen without pre-judging and remain impartial.
3. Ability to communicate with a team of volunteers.
4. Awareness and respect for confidentiality throughout the process.
5. Organisational, planning and facilitation skills.
6. Ability to work within timeframes.
7. Access to emails and online conferencing technology.

If you are interested in applying for this role, please send a cover letter and CV to support@birminghamfa.com and mark FAO Jemma Edwards.