**West Riding County Football Association**

**Football Services Officer**

**[Fixed Term Contract until 30th June 2019]**

**Role:**  Football Services Officer (FSO)

**Contract Type:**  Fixed Term until 30th June 2019

*Extension of the post is subject to performance targets being achieved*

**Hours per week:** 35 hours

**Salary:**  Circa £18,000

**Base:**  West Riding County FA Headquarters, Fleet Lane, Woodlesford, Leeds, LS26 8NX

We are excited to offer this opportunity to join our Football Services Team and make a real impact as Football Services Officer (FSO).

This is an exciting time for the Association; with the introduction of a new full size 3G artificial football pitch at the Headquarters and the onset of a New FA National Game Strategy due for launch in July 2018, we are best placed to deliver an excellent service to our Participants.

This fantastic opportunity reports directly to the Football Services Manager (FSM) and offers the right candidate the chance to drive a culture of innovation, creativity and excellent customer engagement as part of a team of 3 responsible for a front line service of the Company.

The role will also require the successful candidate to undertake several of the department’s key functions, including the investigation of and advising on breaches of rules and regulations, affiliation and sanctioning. [Click here](http://www.westridingfa.com/about/rules-and-regulations/discipline) for further information on the Disciplinary and Regulatory functions of the Company.

We are looking for a process driven individual who possesses an enthusiasm for customer excellence. The FSO ideally needs to have a good understanding of all aspects of the Football Services Department, but what is more important is to have a primary focus on delivering and operating outstanding processes, with an overall desire to provide a professional and effective service to our Participants.

If you want to be part of a vibrant, enthusiastic and committed team and have a passion for customer excellence and delivery, we would love to hear from you.

You must be able to work under pressure, handle multiple priorities and meet deadlines. You will also have experience of establishing and ensuring compliance with processes, people management, and a working knowledge of County FA Football Rules, Regulations and Processes.

It is desirable for the candidate to demonstrate supervisory/management skills and the ability to work both unsupervised and under their own initiative.

For further information on the role, please speak with Jamie Lea Smith, Football Services Manager, on 0113 2821222 Option 1 or email [Jamie-Lea.Smith@westridingfa.com](mailto:Jamie-Lea.Smith@westridingfa.com).

**How to apply**

To apply for this position, please complete and return the form ‘Application –Football Services Officer (FSO)’ and return either via email to [ursula.spencer@westridingfa.com](mailto:ursula.spencer@westridingfa.com) including ‘Private and Confidential – YOUR NAME’ in the subject title, or via post marked ‘Private and Confidential’ to West Riding county FA, Fleet Lane, Woodlesford, Leeds, LS26 8NX.

**Closing date:** 23rd March 2018 at 5pm

**Interviews:** Week beginning 2nd April 2018

**Equality and Diversity**

We value diversity and welcome applicants from all backgrounds. To ensure our recruitment processes are non-discriminatory and that we maintain a diverse workforce profile, we ask applicants to complete a Diversity Monitoring Form to enable us to collate anonymised data, which helps us to monitor the diversity profile of all our job applicants.

**Safeguarding Children and Vulnerable Adults**

As this role involves direct access to young people under the age of 18 and/or vulnerable adults, the successful candidate will undergo a thorough screening process to ensure their suitability for the role, which will include a Criminal Records Check.