NORFOLK COUNTY FA CAREERS

WORKING TOGETHER TO SUPPORT #NORFOLKFOOTBALL

OFFICE MANAGER

DEPARTMENT	Executive Office
REPORTS TO	Chief Executive Officer
LOCATION	County HQ, Clover Hill Road, Norwich, NR5 9ED
CONTRACT TYPE	Full-time, permanent
SALARY	£24,000-£27,040 per annum
CLOSING DATE	Tuesday 28 March 2023

APPLY

EQUALITY & DIVERSITY FORM

OUR ORGANISATION

Norfolk County FA is the not-for-profit, governing body of football in Norfolk. Founded in 1881, it governs, regulates and develops grassroots football across the County, sitting under the umbrella of The FA.

We oversee 12 leagues, 270 clubs and over 1500 teams, with over 25,000 participants of all ages playing football each week. Thousands more people of all demographics are involved in the local game via coaching, refereeing, and volunteering.

We manage 11 County Cup Competitions each season, oversee match official recruitment and appointments, and operate 3 state-of-the-art football facilities known as our Football Development Centres (FDC's). Our flagship venue is The FDC in Norwich which boasts the newly developed Harrod Sport Arena as well as multiple small-sided 3G pitches, along with a fully licensed bar and café.

We pride ourselves in being one of the most forward-thinking County FA's in the Country: Norfolk Football– A strategy for everyone.

ENGLAND FOOTBALL

NORFOLK FA

THE FDC FOOTBALL DEVELOPMENT CENTRE

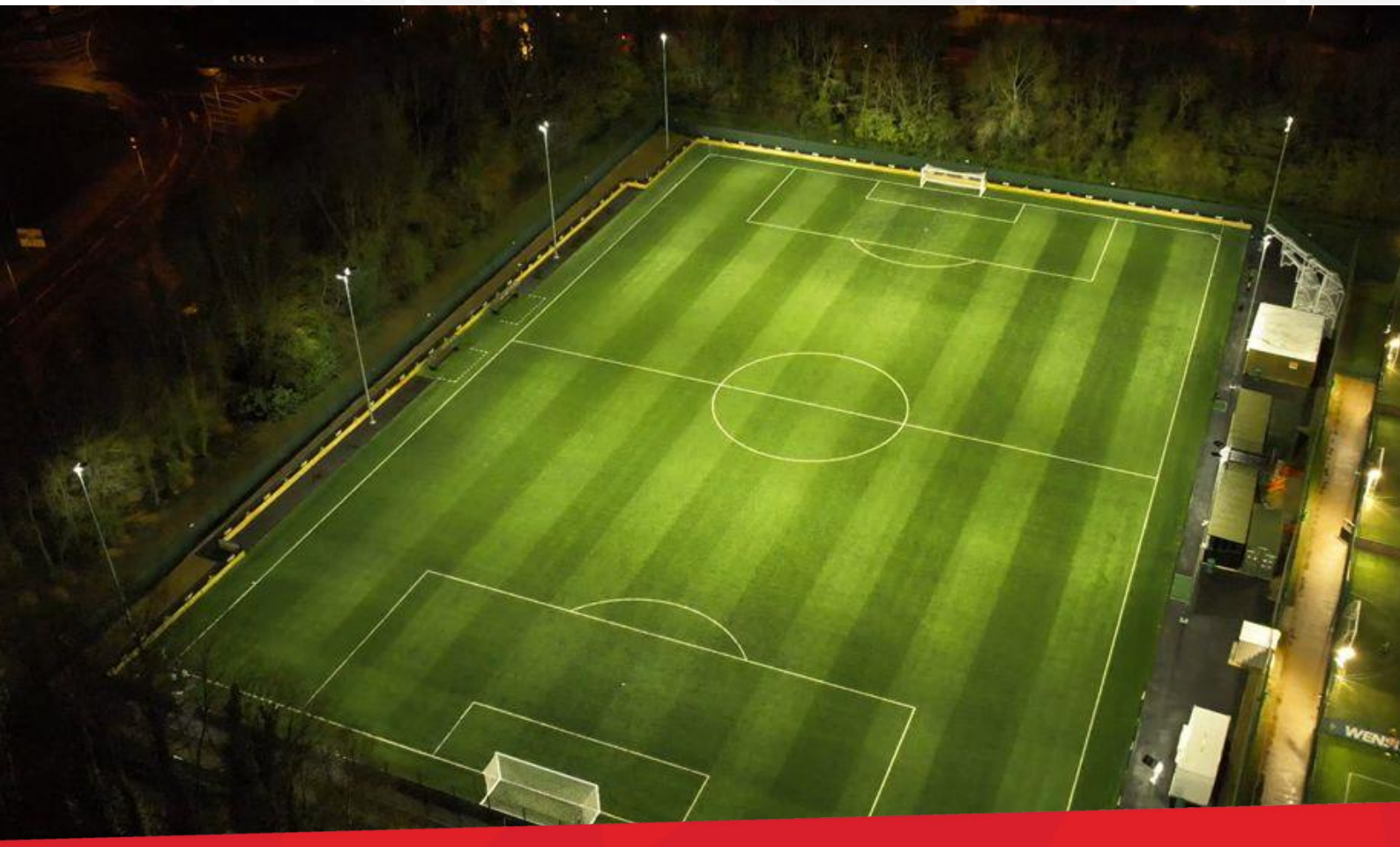
WORKING FOR US

We believe that Norfolk FA is a great place to work.

We are proud of our positive culture, innovation, and one team ethos as a workforce. Every member of staff has a part to play in the development of #NorfolkFootball, and together we can change lives within the local communities around the County.

We offer flexible working hours where possible, Nike teamwear kit, employee perks and benefits designed by our staff well-being working group, professional development and training opportunities, and great progression pathways across the staff structure.

Employees can be based across our three Football Development Centres, or within the new County Headquarters Office located on the grounds of The FDC in Norwich. Where appropriate, staff have the ability to work across multiple venues.



ENGLAND FOOTBALL

NORFOLK FA

THE FDC FOOTBALL DEVELOPMENT CENTRE

THE ROLE

- PA to the CEO in overseeing the operational performance of the County FA
- To act as Secretary to the Chair of the Board
- Write formal minutes at all Board of Directors, Council, Committee and ISAG meetings
- To support delivery of the County FA's Business Strategy and The FA Grassroots Football Strategy
- To support the CEO in ensuring that the County FA is compliant with all relevant health, safety and other legal requirements
- To support the development and implementation of office policies and procedures
- Lead on the HR requirements for all members of staff that do not directly report to the CEO
- Contribute to the effective implementation of the Safeguarding 365 Standard for County FA's, including ensuring that our workforce, both paid and volunteer are compliant with all relevant requirements
- Provide day to day administrative support to County FA staff and FDC cover as required

ENGLAND FOOTBALL

NORFOLK FA

THE FDC FOOTBALL DEVELOPMENT CENTRE

KEY RESPONSIBILITIES

- Oversee the daily operations of the County Headquarters and FDC building, including liaison with all suppliers
- Implement procurement procedures for items and services required across the Association, including the FDCs
- Track and ensure ongoing compliance with The FA's Safeguarding 365 Standard for County FA's measures, policies and procedures
- Use the Safer Recruitment Policy to ensure that staff and volunteers employed by the County FA are suitable for their roles and uphold the values and behaviours of the County FA
- Be part of the working group that manages the County FA's annual awards programme
- Oversee the implementation of projects from time to time, as instructed by the CEO
- In liaison with the CEO, manage all requirements related to the Code of Governance for County FAs and act as Secretary to the Chairman and Board of Directors
- In liaison with the CEO, maintain the Directory of Policies relating to the Code of Governance
- Review, devise and develop systems and processes for the County FA, including data management, reporting and filing
- Manage the CEO's daily, weekly and monthly diary, arranging relevant internal and external meetings
- Arrange travel and accommodation where necessary for all staff
- Submit relevant documentation to The FA, including Long Service Awards and Benevolent Fund applications
- Oversee the coordination of the Association's meetings calendar
- Collate and distribute relevant documentation for all Board, Council and Committee meetings
- Manage and administer company personnel records, specifically around the staff handbook, annual leave requests and staff sickness procedures
- Liaise with our HR & Legal partners and our HR & Well-being Director, ensuring all HR documentation is up-to-date and in line with current employment law
- Be the direct HR point of contact for staff members that do not report directly into the CEO
- Coordinate IT hardware and software purchasing requests

- Coordinate all internal IT issues, escalating them to The FA as and when required
- Be responsible for the administration and running of our excursion programme, including sales of excursion packages, liaising with the marketing department for each excursion, organising of coaches, ticketing and car parking
- Maintain good safeguarding awareness training and contribute to ensuring that safeguarding, equality and inclusion are embedded throughout the County FA and grassroots football in Norfolk
- Maintain an awareness of all County FA policies and procedures, ensuring that they are reviewed annually and updated where necessary
- Undertake regular checks of the company fire alarms, security alarms etc

ENGLAND FOOTBALL

NORFOLK FA

THE FDC FOOTBALL DEVELOPMENT CENTRE

PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS / TRAINING

ESSENTIAL

- Minimum of English and Maths GCSE (or equivalent)

DESIRABLE

- Educated to A-level standard or equivalent
- Clean, full driving license
- Relevant professional qualification
- Relevant safeguarding training

SKILLS

- Excellent organisation and planning skills
- Ability to maintain strict confidentiality
- Ability to influence and negotiate
- Project management skills
- Ability to work on your own and as part of a team
- Excellent communication skills
- Be able to demonstrate the use of individual initiative
- IT literacy
- Excellent attention to detail
- Evidence of innovation and problem solving
- Good interpersonal, presentation and negotiation skills
- Ability to use speed write / use shorthand

KNOWLEDGE AND EXPERIENCE

- Proven office management, administrative or assistant experience
- Knowledge of clerical practices and procedures
- Experience of using Microsoft Office including Outlook, Word, Excel & PowerPoint
- Understanding of HR management and practices and procedures
- Knowledge and understanding of safeguarding best practice
- Knowledge of The Norfolk County FA Strategy
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality

ENHANCED DBS CHECK REQUIRED?	Yes, with a check of relevant barred lists

NORFOLK FA DNA

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

DNA	BEHAVIOURS
INCLUSIVE *'Having inclusion at the heart of the way that we work and operate'*	• Openly collaborates with colleagues, individuals, and partners in the game • Provides equal opportunity to people of different backgrounds, experience, and perspective
EMPATHETIC *'Demonstrating empathy with colleagues, individuals, and partners that we work with'*	• Considers the impact that decisions and views may have on other people's feelings • Demonstrates a caring and supportive approach to the thoughts and feelings of other staff members
INNOVATIVE *'Continuously looking at new ways and ideas to ensure Norfolk Football moves forward'*	• Seeks out and embraces new ways of thinking and working • Utilises the resources available to achieve the best possible outcome
PASSIONATE *'Demonstrating an enthusiasm and drive to serve Norfolk Football'*	• Focused on seeing agreed goals through to completion, taking pride in their work • Works relentlessly to overcome roadblocks or obstacles to achieve goals
TRANSPARENT *'Offering total visibility and demonstrating integrity within everything we do'*	• Provides open communication internally and externally, where appropriate • Demonstrates accountability for actions and behaviours

WORKING HOURS

Full-time – 37.5 Hours Per Week

Core working hours of 9am to 5pm, Monday to Friday or in line with the operational needs of the Association and the Football Development Centre.

This position will require some evening and weekend work.

FURTHER INFORMATION

If you have any questions regarding this role or any of the information enclosed within this job pack please email Matt.Carpenter@NorfolkFA.com

WORKING TOGETHER TO SUPPORT #NORFOLKFOOTBALL

So, you want a career in football? Well now's your chance!

Work with a great group of people in an exciting and fast paced environment that has the development of the beautiful game at its core.

Make a difference and play your part in changing lives through the power of grassroots sport.

Join us!

APPLY

EQUALITY & DIVERSITY FORM

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.

Norfolk County Football Association embraces the diversity of Norfolk Football and promotes equal opportunities for all. We welcome applications from all candidates regardless of age, race, disability, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, sex and religion or belief.

Norfolk County FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Norfolk County Football Association Ltd
Registered Office: Norfolk County FA, theFDC, Clover Hill Road, Norwich, NR5 9ED
Incorporation No: 3830562 England
To find out more about how we hold personal data, please read our Privacy Policy.