

Vacancy: County Support Officer



Dear Applicant,

Suffolk County Football Association are inviting applications for the vacancy of County Support Officer.

The County Support Officer will:

Provide excellent administration to support key business operations across the organisation.

The successful candidate will have a positive attitude, have excellent administration and communication skills, be proficient in using IT and CRM systems, and able to work some unsociable hours including weekends.

Applicants are requested to submit a CV along with a supporting statement of no more than two sides of A4 detailing your suitability for the role against the below role profile. Please submit via email to Darren Scoulding (Darren.scoulding@suffolkfa.com) by 09:00 on Monday 12th February 2018. Please include 'Private and Confidential CSO Application' in the subject line. Interviews will take place on Wednesday 21st February 2018 at the Suffolk FA headquarters in Stowmarket.

The successful application will be required to work 37 hours per week, which will include occasional evening and weekend work. The starting salary will be £18,000.

For an informal discussion on the role, please call 07432 735984.

Yours sincerely

Darren Scoulding

Senior Football Development Officer

**SUFFOLK COUNTY
FOOTBALL
ASSOCIATION LTD**

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**DEVELOPING
GROWING AND
SUPPORTING
YOUR GAME**



Role Profile

Job Title:	County Support Officer		
Reports To:	Senior Football Development Officer	Roles Reporting into the Job Holder:	N/A

1. Job Purpose

- Provide excellent administration to support key business operations across the organisation.

2. Principal Accountabilities/Responsibilities

Key Responsibilities

- Administer a programme of needs led courses and other football related CPD opportunities, monitoring and managing associated budgets.
- Ensure all courses operate in accordance with FA Learning, 1st4Sport and local requirements.
- Maintain up-to-date databases and online systems, including the volunteer workforce, licensed tutors and appropriate venues.
- Monitor, maintain and develop the new Suffolk FA website.
- Support key events offered by the organisation, including the Suffolk FA Youth Conference, Suffolk FA Community Awards, Grassroots Festival, County Cup finals, Love Football Live Football weekend, and the Silent Weekend.
- Coordinate and promote the Suffolk FA Youth Council and Football Futures programme to develop young people to be best placed to become the future football workforce.
- Coordinate the Suffolk County Schools Football Association (SCSFA) boys and girls representative teams and lead on the delivery of the SCSFA county cup competitions.
- Support the communication, administration and completion of the annual Health Check process for Suffolk's FA Charter Standard clubs.
- Develop strong partnerships with key stakeholders across Suffolk, including the County Coach Developer, SCSFA, ITFC, Suffolk Sport, league committees, club officials, coaches of all levels, leisure providers, local authorities, footballing and educational venues, and FEIs / HEIs.

Other Tasks

- Coordinate FA Cup and England ticket allocations.
- Support the implementation of the RESPECT agenda across Suffolk football, including embedding Safeguarding policy and procedures, and equality within all areas of the role.
- Coordinate room bookings at the Suffolk FA headquarters.
- Deputise for colleagues when required and appropriate.
- Undertake other duties as reasonably requested.

3. Person Specification	
a) Knowledge/Experience/Technical Skills	
<p style="text-align: center;">Essential:-</p> <ul style="list-style-type: none"> • Excellent communication skills, both written and verbal • Excellent planning skills, well organised and able to prioritise multiple areas of work • Demonstrable customer services skills • Strong IT skills with significant experience of using Microsoft Office, Word, Excel, internet and email • Experience of providing administrative support • Experience of working with volunteers • Positive attitude to problem solving • Able to travel around the county • Ability to work flexibly, including some unsociable hours 	<p style="text-align: center;">Desirable:-</p> <ul style="list-style-type: none"> • Understanding of grassroots football • Project management qualification • An understanding of The FA National Game Strategy • Knowledge and experience of course administration • Knowledge of the structures and organisations within football • Knowledge of The FA Coaching Pathway • Knowledge of The FA National Education Strategy • Knowledge of qualification frameworks • Graduate / Graduate Calibre
b) Behaviours	c) Values
<ul style="list-style-type: none"> • Relationship building • Communicating • Problem Solving • Teamwork • Project Management • Fairness, equality and inclusion • Positive, encouraging, self-motivated attitude to working for a County Football Association 	<ul style="list-style-type: none"> • Integrity – we are open, honest and committed to doing the right thing • Collaboration – we are inclusive, respectful and work co-operatively across teams • Excellence – we are professional, innovative and customer focused • Pride – we take responsibility, are confident in our approach and enjoy our work

This post requires Enhanced Criminal Records Checks and checks against the Barred Lists and is exempt from Rehabilitation of Offenders Act (1974). Therefore all convictions including spent convictions that have not been subject to filtering by the DBS should be declared.

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.