|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Head of CFA Governance & Discipline  | **Reports To:** | CEO |

|  |
| --- |
| **Role Purpose:**  |
| * To support The CFA Governance Department on the management of its Governance process including the County Disciplinary process
* To provide guidance on the investigation process of all CFA cases
* To investigate some breaches of Serious CFA cases where appropriate
* To ensure Participants are educated in relation to matters affecting the integrity of the game at CFA level.
* Operate as a member of the Senior Management Team to implement the company business strategy and operational plan to meet agreed KPIs.
* To provide strategic , innovative and professional direction to all areas of the Football Services department: Affiliation (including player registration), discipline, sanctioning, cups & competitions, appeals and protests.
* Act as lead for Respect and Grassroots Technology
* Ensure The FA’s Safeguarding Operating Standard for football are met
 |
| **Direct Reports:** | N/A |

|  |  |
| --- | --- |
| **Key Accountabilities:**  |  |
| * To proactively and reactively conduct investigations into alleged breaches of FA Rules and Regulations.
* To guide CFA staff on all Governance functionality including Discipline, Competitions, Sanction and Affiliation
* To advise Case Officers and where appropriate conduct investigative interviews and thorough reviews of all available evidence in relation to alleged breaches of FA Rules.
* Guide CFA’s on the Preparation of case files for prosecution.
* Ensure effective and thorough case file management for all investigations.
* Manage and advise members of the CFA Governance team
* Ensure the Governance functionality meets all requirements of The FA practices and policies
* Ensure that best practice is followed and further developed in relation to all Governance functions
* Execute additional tasks as required in order to meet FA and CFA Governance requirements
* Oversee
* Manage department and officers including cups and competitions
* Act as lead for Respect
* Ensure Grassroots Technology is promoted throughout the organisation, clubs and leagues as required
* Ensure that The FA’s Safeguarding Operating Standard for football are met as a department
* Oversee Surrey Schools Football Association (SSFA) relationship
 |

|  |  |
| --- | --- |
| **Essential Skills:** | **Desirable Skills:** |
| * Experience gained working in a regulatory or law environment.
* Experience of the conduct and management of investigations.
* Experience of case file preparation and management.
* Strong presentation skills.
* Good knowledge of English football at Grassroots level and the non-league Pyramid.
* Excellent written communication and report writing skills and a keen eye for detail
 | * Flexibility to work outside normal office hours if required
* Knowledge of the League pyramid
* General understanding of FA Rules and Regulations
 |
| **Enhanced CRC Check Required:** | NO |
| **Clean Full Driving Licence:** | YES |