



Sussex County Football Association

Executive Secretary

Recruitment Pack



Sussex County FA Executive Secretary

The Sussex County Football Association Limited is seeking to recruit an Executive Secretary to carry out aspects of the administration within the Sussex County Football Association. A general job description is attached.

To join the team and be successful, the individual must be able to demonstrate an understanding of the role on offer and how their expertise and experience will enable them to meet the essential and desirable criteria within the role.

The interview panel must be convinced of the individual's passion, inspiration and professionalism for the role.

This pack provides the following to assist individuals in considering whether they have the relevant skills and attributes required for the role:

- 1.) The Role Advertisement
- 2.) The Role Profile
- 3.) How to apply - Application Form

The successful applicant will report to the Chief Executive Officer

Applicants should be computer literate, ideally have a Football interest though not essential, with presentation and communication skills capable of carrying out and implementing administration systems.

He / She should be able to work very occasional evenings and weekends. The Sussex County FA take the safeguarding and protection of children seriously and anyone working with us will be required to follow the County FA policy.

What can the Sussex County FA offer?

- An exciting opportunity to join a forward thinking, progressive business
- An exciting opportunity to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal development
- A Workplace Pension Scheme
- A Personal Accident policy

Hours of work are 9am to 5pm Monday to Friday and the position will receive 4 weeks annual holiday, and a salary in the range of £20,000 p.a. with a six month probationary period.

If any questions arise about the role or clarity is required on the recruitment pack, please contact the Designated Safeguarding Officer: Sandra.Redhead@SussexFA.com or 01903 766855.

Closing date for applications is: **Noon on Thursday 31st January 2019, with Interview date to be confirmed.**



Sussex County Football Association Limited

Role Profile

Job Title:	Executive Secretary		
Reports To:	Chief Executive Officer (CEO)	Jobs Reporting into the Job Holder:	None
1. Job Purpose			
<ul style="list-style-type: none"> To provide secretarial support to the Designated Safeguarding Team To provide secretarial support to the CEO To provide a high quality customer service and administrative duties to County FA staff To support the delivery of Sussex County FA Strategy 			
2. Principal Accountabilities/Responsibilities			
<ul style="list-style-type: none"> Support Safeguarding Team with various general administrative work. Record on Electronic FA Safeguarding Case System (ELSA) and update as and when required. Training supplied. Administration of Safeguarding & Welfare Officer Workshops. Administration of Safeguarding Operating Standards – arrange annual visits, record interviews. Provide high levels of customer service. Deal with Safeguarding email / telephone enquiries. Provide full secretarial/administration support as required to service the needs of the County FA and enable delivery of the County Plan. Take minutes of Board, Business Management Team & Poor Practice Management meetings as required. Support CEO to draft correspondence, type letters and reports. Deal with complaints in liaison with CEO. Produce and edit PowerPoint presentations where required. Manage diary of CEO and manage phone calls, enquiries and requests Monitor records for all staff, including annual leave, sickness and personal records. Record details of club and league records, including long service awards linked to Honours Working Committee. Organise and coordinate meetings and events for the County FA, such as Annual General Meetings, Emergency General Meetings and assist with others such as presentation evening etc. Actively support the Sussex County FA's safeguarding plan, and the relevant requirements in-order to meet the Safeguarding Operating Standard 			

3. Knowledge/Experience/Technical Skills/Behaviours	
a) Knowledge/Experience/Technical Skills	
<p>Essential:-</p> <ul style="list-style-type: none"> ▪ Confidentiality & Discretion ▪ Experience in an administration role ▪ Significant experience of using Microsoft Office including Word, and Excel ▪ Demonstrate a working understanding and application of inclusion, equality and anti - discrimination, safeguarding and best practice ▪ Organisation skills. ▪ Flexible attitude to work. 	<p>Desirable:-</p> <ul style="list-style-type: none"> ▪ Knowledge of The FA National Game Strategy ▪ Secretarial / administration qualification ▪ Knowledge/experience of grassroots football ▪ Minimum touch typing of 40 words per minute ▪ Shorthand ▪ Dictaphone Transcription
b) Behaviours – as defined in County Football Association Competency Model	
<ul style="list-style-type: none"> • Problem Solving • Teamwork • Communicating • Delivery • Customer excellence 	<ul style="list-style-type: none"> • Developing Self and Others

Application Form

Applications can be accompanied by a CV. The decision to invite you to attend for interview will be based on the information you provide on this form. The Sussex County FA is an Equal Opportunities Employer.

Position applied for:

Executive Secretary

Personal Details

Please complete in BLOCK CAPITALS

First Names:

Surname:

Mr / Ms / Mrs or preferred title:

Are you over the age of 18?

Address:

Post Code:

Email Address:

What is the best day and time to contact you?

What is the best number to contact you on?

Do you hold a full current driving licence?

Do you have an in-date FA Criminal Records Check (CRC)

Education and Training

Please provide details of your education, qualifications and training that you have completed or are currently undertaking.

Dates	Details of School/College/Institution	Course or Qualification	Grade

Please attach a continuation sheet if required

Employment & Volunteering History

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, your job title and brief details of your responsibilities. Also include salary and benefits package.

Dates	Employers name/nature of business	Job title	Key Responsibilities	Salary/Benefits

Please attach a continuation sheet if required

How do I meet the requirements of the Role as Executive Secretary?

Please outline the skills and experience that you have which are appropriate to demonstrate your suitability for the advertised role and how you would meet the essential and desirable knowledge, experience and skills required. Please include any paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. In your application please ensure you have read and fully understand the job advertisement and the role description provided.

Please attach a continuation sheet if required

Names and address of Referees

Please give the name and address of two referees

	First Referee	Second Referee
Name		
Address		
Postcode		
Telephone		
Email		
Relationship to you		

Additional Information

Do you require a work permit or are there any restrictions on your ability to work in the UK?

If yes, please give further details:

If your application is successful:

What notice period would you have to provide your current employer?

What annual salary would be looking to obtain?

£

Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

Signature:

Date:

Please complete and return your application form before 12 noon on Thursday 31st January 2019.

Either email: Paul.Saunders@sussexfa.com or post and address as follows:

Strictly Private & Confidential

Paul Saunders

Development Manager

JOB = Executive Secretary

Sussex County FA

Culver Road

Lancing

West Sussex

BN15 9AX

The FA's Equality and Diversity Monitoring Form

The Sussex County FA is committed to Equality and Diversity and ensuring that it is fully representative of the Community it serves. To assist us in monitoring the ethnicity of members we would be grateful if you could complete the following monitoring form. All information detailed will be treated anonymously.

SEX AND GENDER

Male ☐ Female ☐

Have you ever been identified as Transgender? Yes ☐ No ☐ Prefer not to say ☐

AGE

16 – 20 ☐ 21 – 30 ☐ 31 – 40 ☐ 41 – 50 ☐ 51 – 60 ☐ 61+ ☐

ETHNICITY

Indicate in the appropriate box your ethnic background. Ethnic categories are not about nationality, place of birth or citizenship they are about the group to which you feel you belong to. The descriptions below are from the 2011 census.

White

British ☐ English ☐ Scottish ☐ Welsh ☐ Irish ☐ Gypsy or Irish Traveller ☐
Any other white background ☐

Mixed

White & Black Caribbean ☐ White & Black African ☐ White & Asian ☐ Mixed background ☐
Mixed other background ☐

Asian

British-Indian ☐ Indian ☐ British-Pakistani ☐ Pakistani ☐ British-Bangladeshi ☐
Bangladeshi ☐ British-Chinese ☐ Chinese ☐ Any other Asian background ☐

Black

Black Caribbean ☐ Caribbean ☐ British African ☐ African ☐ British ☐ Other ☐
Any other Black background ☐

Other Background

Other ☐ Prefer not to disclose my ethnic origin ☐

DISABILITY

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome). Some people including those with cancer, multiple sclerosis and HIV / AIDS are automatically protected as disabled people by the Act.

Do you consider that you meet this definition?

Yes ☐ No ☐

If you have indicated yes, please indicate the impairment(s) that you feel applies to you:

Blind / partially sighted ☐ Deaf / hard of hearing ☐ Physical disability ☐ Learning disability ☐
Communication barriers ☐ Experience of mental and emotional distress ☐
Prefer not to say ☐

RELIGION OR BELIEF

How would you describe the religion to which you feel you belong?

Christian ☐ Buddhist ☐ Hindu ☐ Jewish ☐ Muslim ☐ Mormon ☐ Sikh ☐
Jehovah's Witnesses ☐ Atheist ☐ No Religion / Faith ☐ Other faith background ☐
Prefer not to say ☐

SEXUAL ORIENTATION

Which of the following options best describe how you think of yourself?

Heterosexual / Straight ☐ Gay Man ☐ Gay Woman / Lesbian ☐ Bisexual ☐ Other ☐
Prefer not to say ☐

OTHER

Please provide details of any other aspects of equality / diversity you feel are relevant: