**Job Title:** Operations Officer

**Location:** Westmorland County FA, 35-37 Appleby Road, Kendal, LA9 6ET

**Salary:** £18,500 p/a **Hours per week:** 37 hours p/w

**Closing Date:** Monday 11th April 2022, 12 noon

**Vacancy Type:** Full time, permanent contract

**Our Organisation**

This is a rare opportunity to join the Westmorland County Football Association. We the smallest County FA in the country with a rich history in local football and a reputation for being both progressive and innovative.

We are now looking for someone to join our small, dedicated and friendly team to inspire the next generation through the FA National Game strategy. Someone who can develop and implement our Business Strategy to the benefit of all our members. The successful candidate will be instrumental in helping the County FA achieve this.

You can find out more about the Westmorland County FA and the work we do on our website [www.westmorlandfa.com](http://www.westmorlandfa.com)

**Safeguarding**

The Westmorland 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 the nature of the role and the information provided. The successful candidate will actively support the Westmorland County FA’s safeguarding plan, and the relevant requirements in-order to meet the Safeguarding Operating Standard.

**The Role**

The Westmorland County FA is looking for an enthusiastic professional with a passion for grassroots football to join the team. The successful candidate will be responsible for County FA operational support. This includes support in the delivery of the Westmorland County FA Strategy, supporting our in-house leagues including regulatory and administrative functions, to support the adoption of FA technology systems, support clubs and coaches with England Accreditation and CPD opportunities, support and deliver recreational football activities and to help develop opportunities for people with disabilities.

**Key Accountabilities**

* Safeguarding
* Coach Education
* Club & League Support
* Recreational Football
* Disability Football

**What we are looking for someone with**

* Experience in an administration role
* Proficient in data management and interpretation
* An ability to engage with both paid and volunteer workforce
* Ability to proactively work with internal and external partners
* Understanding of various disciplines in football for people with disabilities
* A working understanding and application of inclusion, equality, diversity, safeguarding, anti-discrimination and best practice
* Ability to plan and deliver events, training courses and leagues

**What we can offer**

* A great opportunity in football with the local governing body of the grassroots game here in the heart of the County.
* Opportunities to progress your career across the County FA Network throughout England and at The FA.
* Access to high-quality training, networking and personal development opportunities.
* A varied and exciting working life, where you’ll will experience all aspects of grassroots football.

**Equality and Diversity**

The Westmorland County FA promotes inclusion and diversity and welcomes applications from everyone. If you have any requirements in relation to the recruitment or interview process, please include details on the application form.

**About the application and selection process**

* Complete the Application Form and Equality and Diversity Monitoring Form and return to [jo.ashworth@westmorlandfa.com](mailto:jo.ashworth@westmorlandfa.com) no later than 12noon on Monday 11th April 2022. Applications received after deadline will only be considered in exceptional circumstances e.g. proof of posting indicates undue delay through no fault of the applicant.
* Receipt of applications will not be acknowledged.
* Shortlisted applicants will be contacted by Tuesday 12th April to arrange a mutually convenient interview time.
* Interviews will be held on Tuesday 19th April 2022.
* If required, second interviews may be held in order to determine the most suitable candidate for the role.

**Application Documents**

* Job Description and Person Specification
* Application Form
* Equality and Diversity Monitoring Form

**Contact**

If you have any questions about the role, please contact Jo Ashworth on 07932 030 819 for an informal discussion.