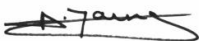


Role Profile

<b>Job Title:</b>	<b>Football Services Administrator</b>		
<b>Reports To:</b>	<b>Football Services Manager</b>	<b>Jobs Reporting into the Job Holder:</b>	
<b>1. Job Purpose</b>			
<ul style="list-style-type: none"> <li>• To support the Football Services team by way of completing duties and responsibilities indicative of the core areas of the game including discipline, affiliations, refereeing, safeguarding children, competitions and finance.</li> <li>• To provide a high quality administrative support to the Football Services Manager and senior staff</li> <li>• To support the delivery of The FA National Game Strategy</li> <li>• To provide administration support to the Spartan South Midlands League by way of completing player registrations, supporting clubs and completing administrative duties for the League Secretary and Board</li> </ul>			
<b>2. Principal Accountabilities/Responsibilities</b>			
<b>OPERATIONS</b>			
<ul style="list-style-type: none"> <li>• Support, administer and develop services to meet the needs of football participants</li> <li>• Support clubs and leagues across the County with discipline, affiliation and rule queries.</li> <li>• Support the roll out of new FA IT systems specifically WGS, Full Time and Player Registration to include online affiliations, discipline and player registration to County FA customers</li> <li>• Support and administer the sanction, affiliation and registration process of Leagues, Competitions, Associations and Clubs offering support to stakeholders where necessary.</li> <li>• Support and administer the Disciplinary process to ensure CFA and FA memorandum of procedures and regulations and Inclusion &amp; Anti-Discrimination Strategy are complied with.</li> <li>• Act as Discipline Commission Secretary</li> <li>• Support volunteers on queries and issues on Discipline matters</li> <li>• Support receipting and invoicing</li> <li>• Process discipline payments onto the Whole Game System</li> <li>• Liaise with other members of the organisation effectively as well as The FA and other County FA's.</li> <li>• Learn basic knowledge of the Disciplinary Procedures up to Step 5 of the National Non-League system</li> <li>• Contribute to the County FA delivery of an effective safeguarding plan, including the Safeguarding Operating Standard</li> </ul>			

<b>3a) Knowledge/Experience/Technical Skills/Behaviours</b>	
<p style="text-align: center;"><b>Essential:-</b></p> <ul style="list-style-type: none"> <li>• Experience in an administration role</li> <li>• Working experience using Microsoft Office and the ability to adapt to use modern technology and champion new IT programmes</li> <li>• An ability to provide excellent customer service to all customers</li> <li>• Demonstrates a working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice</li> </ul>	<p style="text-align: center;"><b>Desirable:-</b></p> <ul style="list-style-type: none"> <li>• Knowledge and experience of FA Rules, Regulations and national league structure</li> <li>• Knowledge and experience of the grassroots football infrastructure</li> <li>• Experience using CRM System</li> <li>• Experience of working with volunteers</li> <li>• Experience of working with partner organisations and stakeholders</li> </ul>
<b>3b) Bedfordshire County FA Values</b>	
<ul style="list-style-type: none"> <li>• <b>Integrity:</b> We strive to be professional in all we do, and are fair, honest, reliable and accountable</li> <li>• <b>Passionate:</b> We are committed, hard-working and enthusiastic in delivering football opportunities, for all the enjoyment and benefits it brings for participants.</li> <li>• <b>Respectful:</b> We work collaboratively, with empathy and humility,</li> </ul>	

<p>driving equality and diversity to develop football for all and ensure all those who wish to be involved are supported &amp; encouraged</p> <ul style="list-style-type: none"> <li>• <b>Customer and Community Focused:</b> We are committed to developing our services based on the needs of our community and individual customers</li> <li>• <b>Continuous Improvement:</b> We are innovative and creative in seeking to deliver high quality services reviewing our work, to improve existing and explore new ways of delivering football</li> </ul>	
<b>3c) Additional Key Skills</b>	
<ul style="list-style-type: none"> <li>• Problem Solving</li> <li>• Communicating</li> <li>• Delivery</li> <li>• Customer Service</li> <li>• Developing Self and Others</li> <li>• Working to timescales</li> <li>• Ability to prioritise workload</li> <li>• Leadership</li> </ul>	
<p><b>Further Information</b></p> <p>a) Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities? <b>NO</b></p> <p>Where the answer to the above question is <b>YES</b> the following wording will be included in any advertisement          “If this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope”</p>	
Completed by Name/Role	Alan Young
Signature	
Date	30.10.18

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.