



## Job Description and Person Specification

<b>Job title</b>	Discipline Officer
<b>Reports to</b>	Head of Governance

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"><li>To support delivery of The FA National Game Strategy and the Berks &amp; Bucks FA Business Strategy.</li><li>To administer and govern grassroots football through the application of The FA's disciplinary regulations and guidelines.</li><li>To assist in the efficient running of the Football Services department.</li><li>To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.</li><li>To support the adoption of FA technology systems across grassroots football.</li><li>To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li></ul>	
<b>Direct reports</b>	None

<b>Location</b>	This role will be based out of the Berks & Bucks FA offices in Abingdon, however there will be opportunities for remote working as appropriate.
<b>Working hours</b>	This is a full-time role at 35 hours per week and will include a combination of weekday and evening work in line with the demands of the role. Flexible working arrangements are offered for any commitments outside normal working hours.
<b>Contract type</b>	Fixed Term Contract, expiring May 2023

<b>Responsibilities</b>	
<b>Disciplinary Investigations</b>	
<ul style="list-style-type: none"><li>Investigate incidents of misconduct in grassroots football, ensuring charges are issued within the relevant timescales and providing guidance and advice to clubs and disciplinary commission members as appropriate.</li><li>Ensure all disciplinary cases are handled fairly, transparently and in compliance with FA regulations.</li><li>Deal with all reports of discrimination and ensure all panel members maintain their training requirements to remain qualified.</li><li>Ensure the Berks &amp; Bucks Football Association meets the targets and timings of all cases for the National Serious Case Panel.</li><li>Support club and league secretaries with the discipline process and providing updates where necessary.</li><li>Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk in the disciplinary process.</li><li>Ensure all under-18s involved in disciplinary cases are provided with age-appropriate support.</li><li>Collect and act on feedback from those involved in the disciplinary process, including any specific issues highlighted by under-18s and adults at risk.</li><li>Regularly meet with the Designated Safeguarding Officer and Referee Development Officer in all matters where it is apparent that there has been abusive behaviour involving under-18 players and/or where the referee is under-18 or identifies as an adult at risk.</li><li>Provide regular updates on disciplinary matters to the Football Services Manager.</li></ul>	



### Disciplinary Hearings

- Arrange personal and non-personal hearings and act as the secretary to commissions.
- Ensure that the Berks & Bucks Football Association is operating at a minimum to The FA's 'Player and Club Guide to Personal Hearings'.
- Lead the recruitment and training requirements of local disciplinary panels.

### Club & League Governance

- Support Clubs and Leagues with internal discipline administration and procedures
- Support with appeals and complaints in conjunction with the Head of Governance where necessary.
- Support the annual affiliation and registration of Clubs, Leagues, Players and Referees
- Collaborate with the Designated Safeguarding Officer to ensure the affiliation, sanctioning and registration processes are managed effectively and safeguarding requirements are met by clubs, leagues, coaches and referees.

### General

- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, FA Events, Whole Game System, Matchday app and Full-Time).
- Collaborate with the Designated Safeguarding Officer on all matters involving under-18s and adults at risk within the disciplinary process.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Berks & Bucks FA and grassroots football.
- Execute tasks as required to meet the Berks & Bucks FA changing priorities.

### Person specification

#### Qualifications

##### Essential

- Educated to A Level (or equivalent relevant experience).

##### Desirable

#### Skills

##### Essential

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills.
- Excellent problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

##### Desirable

- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.
- Capability to create multiple reports, budgets and plans.



Knowledge and experience	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience working with confidential and sensitive information</li> <li>• Experience conducting qualitative research or investigations</li> <li>• Knowledge and understanding of FA rules and regulations.</li> <li>• Knowledge of how the County FA operates in partnership with The FA.</li> <li>• Knowledge of grassroots football structures and the National League System.</li> <li>• Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</li> <li>• Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience gained working in a regulatory or law environment.</li> <li>• Experience in the conduct and management of investigations, including case file preparation.</li> <li>• Knowledge and understanding of The FA's National Game Strategy and how the County FA Business Plans support its delivery.</li> <li>• Knowledge and understanding of working with volunteers.</li> </ul>
<b>Enhanced DBS Check required?</b>	Yes
<b>Clean, full driving licence?</b>	Yes

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
FA value	Behaviours
PROGRESSIVE	<p><b>Embraces new thinking in pursuit of continuous improvement</b></p> <ul style="list-style-type: none"> <li>• Continuously seeks to improve efficiency and performance</li> <li>• Questions the way things are done and takes informed risks</li> <li>• Identifies the need for, and actions change in direction, practice, policy or procedure</li> </ul>
RESPECTFUL	<p><b>Sets the standards for respectful behaviour across the game:</b></p> <ul style="list-style-type: none"> <li>• Maintains people's self-esteem when interacting with them.</li> <li>• Avoids pre-judgement when listening to suggestions from others.</li> <li>• Seizes the opportunity to apply FA standards at all times.</li> </ul>
INCLUSIVE	<p><b>Champions and ensures that football is, and will remain, a game for everyone:</b></p> <ul style="list-style-type: none"> <li>• Openly collaborates with colleagues and partners in the game</li> <li>• Seeks out and embraces new ways of thinking and working</li> <li>• Provides equal opportunity to people of different backgrounds, experience and perspective</li> </ul>
TRUSTED	<p><b>Tenacious and accountable. Serves the whole game by doing the right thing</b></p> <ul style="list-style-type: none"> <li>• Works relentlessly to overcome roadblocks or obstacles to achieve the goal</li> <li>• Maintains motivation for their team and themselves</li> <li>• Remains focused on seeing agreed goals through to completion taking pride in their work</li> </ul>



INSPIRATIONAL	<b>Ensures the very best outcome is achieved by sustained excellence in performance:</b> <ul style="list-style-type: none"><li>• Seeks to achieve the highest levels of performance at all times.</li><li>• Persistent to achieve a standard that others consider impossible.</li><li>• Challenges others to go further and achieve more.</li></ul>
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<b>Job description reviewed and modified by:</b>	Alastair Kay, Head of Governance
<b>Date job description reviewed and modified:</b>	10 January 2022
<b>Job description authorised by:</b>	Liz Verrall, Chief Executive Officer

<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.