

Birmingham County FA Discipline Secretary

Birmingham County Football Association is looking for Discipline Case Panel Secretaries to support the hearing of disciplinary cases. The Secretary is the point of contact for all hearing related matters once appointed by the BCFA Discipline team.

Full training will be given to the successful candidates as well as a range of additional training and development opportunities including mandatory FA compliance training/examination.

This is a voluntary position, but expenses will be paid in accordance with the BCFA Expenses Policy.

Responsibilities

1. Provide hearing information to all parties of the hearing and Confirm attendance of the Panel, Participant charged, County FA Witnesses and any other relevant persons in a timely manner
2. Offer a test session to ensure adequate internet connection for the Panel, Participant charged, County FA Witnesses and any other relevant persons at least 24 hours prior to the hearing itself.
3. Explain the procedure to all witnesses prior to being admitted into the hearing and ensure they have sight of the Personal Hearing Guide and have a copy of their submissions at least 24 hours prior to the hearing itself.
4. In youth cases, ensure all attendees are aware of the procedures when dealing with youth cases and assisting the Panel Chair to obtain timely written questions for those entitled to ask questions to youth participants / witnesses
5. To assist the Panel with smooth and efficient running of the hearing, inform the County FA of the panel decision and send out feedback link to participants
6. Be able to provide guidance on regulatory matters to the Panel where required and in accordance to FA rules, regulations and processes
7. Where a case has been found proven, read out the decision on liability and introduce the previous offence history. Where a case has been found not proven, readout the decision on liability
8. Where a hearing has been adjourned, liaise with all parties to finalise a date to reconvene
9. Timely liaison with BCFA discipline staff and colleagues re decisions and actions

Key Requirements

1. Interpersonal and communication skills.
2. Sensitivity, ability to listen without pre-judging and remain impartial.
3. Ability to communicate with a team of volunteers.
4. Awareness and respect for confidentiality throughout the process.
5. Organisational, planning and facilitation skills.
6. Access to emails and online conferencing technology.

If you are interested in applying for this role, please send a cover letter and CV to support@birminghamfa.com and mark FAO Jemma Edwards.