



COMPLIANCE & REGULATIONS OFFICER

RECRUITMENT PACK

CHESHIRE FA

COMPLIANCE & REGULATIONS OFFICER



Job Title:	Compliance & Regulations Officer
Location:	Hartford House, Hartford Moss Recreation Centre, Northwich, CW8 4BG
Closing Date:	Monday 6th September 2021, 5pm
Contract Type:	Permanent
Salary:	£17,000 per annum
Working Hours:	35 hours per week (including some evenings and weekends)

A BIT ABOUT US

We govern Football across Cheshire and have been doing that since 1878. Now, we are changing our approach to put our clubs, leagues, players, coaches and referees at the forefront of our thinking. These are our volunteers. These are our people. We help to grow the game in Cheshire and develop each and every area of Football.

SAFEGUARDING

We are 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 to the nature of the role and the information provided.

A BIT ABOUT THE ROLE

We are looking for an enthusiastic and dynamic individual to become part of our Governance and Regulations Team.

The role requires an individual who can follow process effectively, have a fantastic eye for detail and have the ability to interpret and understand data.

WHAT WE CAN OFFER

We're looking for the best candidates who can support the work of our outstanding grassroots volunteers and be a strong addition to our team. You will get the chance to work with our nationally recognised leaders and help us to improve the work we do. You'll be part of a forward thinking and progressive County FA.

OTHER BENEFITS INCLUDE

- A great start to your career in football with the local governing body of the grassroots game here in the heart of Cheshire
- 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 week, where you'll learn about all aspects of grassroots football
- 25 days holiday (plus bank holidays)

EQUALITY AND DIVERSITY

Cheshire 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 with your application.

ROLE PROFILE



Reports to: Compliance & Regulations Manager

Direct Reports: Volunteers who support the delivery of the football across Cheshire.

Purpose:

- To support delivery of The FA National Game Strategy and the Cheshire FA Business Strategy.
- Administer governance procedures within Cheshire FA including Club Affiliation, League Sanctioning, Disciplinary, Misconduct and Online Player Registration.
- Provide effective and efficient administrative services for Cheshire FA affiliated Clubs, Leagues and wider partners.
- Provide training and support regarding the whole game system to Cheshire FA stakeholders.
- Maintain, cleanse and improve data capture across the business within the FA's CRM system.

Responsibilities:

Affiliation

- Effectively administer the annual club affiliation process
- 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.
- Lead phases of the affiliation process as set out by the Compliance & Regulations Manager.
- Proactively provide training and support to clubs to ensure an efficient process.
- Respond to all affiliation queries maintaining the expected level of customer excellence throughout.
- Analyse affiliation data and undertake annual data cleansing to ensure team affiliations are correct, in partnership with the Football Development Team.

Discipline Administration

- To provide administration support for the club disciplinary process to ensure The FA memorandum of procedures and regulations are complied with.
- Support the Compliance and Regulations Manager with preparing discipline commissions for hearings and appeals.
- Respond to all discipline queries maintaining the expected level of customer excellence.
- Provide services, advice and support to Leagues, Referees and Clubs when dealing with Discipline.
- Support the implementation of new rules and regulations to Clubs, Leagues and wider stakeholders.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk in the disciplinary process.
- Provide regular updates on disciplinary matters to the Compliance & Regulations Manager.

League Sanction Administration

- To provide annual administration support for the League Sanction process.
- To ensure each league complete the sanction process within the given timescales.
- Proactively provide training and support to leagues to ensure an efficient process.

Online Player Registration

- Alongside the Football Development Manager; influence, implement and support 28 Cheshire FA Leagues with using online player registration.
- Proactively provide training and support to clubs and leagues to ensure an efficient process.
- Respond to all player registration queries maintaining the expected level of customer excellence throughout.

Communication

- Ensure relevant and up-to-date information regarding all governance procedures is available across the all Cheshire FA media platforms
- Provide updates and reports as requested by the Compliance and Regulations Manager.
- 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).
- Contribute to ensuring that safeguarding and equality are embedded throughout the Cheshire FA and grassroots football.

WHAT WE'RE LOOKING FOR



Qualifications:

Desirable

- Degree or NVQ/Level 3 Qualification in Business Administration

Knowledge, Experience & Skills

Essential

- Experience in an administration role.
- Ability to follow process effectively.
- An eye for detail and accuracy.
- Significant experience of using Microsoft Office, Word, Excel and Outlook.
- Ability to work under pressure and prioritise tasks.
- Proven experience of working effectively in a team environment.
- Excellent analytical skills, sound judgement and self-confidence.
- Knowledge/experience of grassroots football.
- Ability to deliver presentations in an engaging manner.
- Experience of providing excellent customer service.

Desirable

- Experience of using the FA CRM system.
- Experience of working/volunteering in grassroots football within an administrative capacity.
- Knowledge of the FA National Game Strategy.
- Knowledge of County FA governance processes.
- Ability to lead and deliver customer workshops.

Our Values

Inclusive

- Championing and ensuring that football is available and safe for everyone.

Progressive

- Committed to continuously improve and be transformational in what we do.

Respectful

- Set the standards for respectful behaviour across the game.

HOW TO APPLY



To apply for the job please complete a CV and a covering letter explaining how you are suitable for the role and how you hit the role profile- Skills, knowledge and experience sections.

Please email your covering letter and CV, marked 'Private & Confidential – Compliance & Regulations Officer Application' to HR@CheshireFA.com

The closing date for applications is 5pm on Monday 6th September 2021.

Interviews will be held on Wednesday 15th September 2021.

Cheshire FA is committed to safeguarding children, young people and adults at risk. This role is therefore subject to an Enhanced FA DBS check.

Cheshire FA is committed to achieving equality and fairness in employment and service delivery. We welcome applications from all sections of the community.

Due to the volume of applications received for most roles, we will only contact candidates if they are shortlisted for interview. If you do not hear from us within five days of the closing date, you should assume your application has not been successful. We aim to provide feedback to shortlisted candidates who are unsuccessful at interview. However, due to the volume of applications received for most roles, we will unfortunately not provide feedback to those candidates who are not shortlisted for interview.

If you have any questions about the role, please contact Garry.Polkey@CheshireFA.com for an informal discussion.

GOOD LUCK!



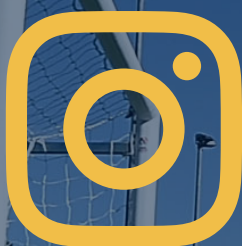
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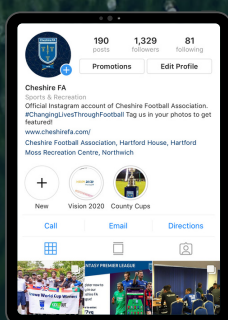
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