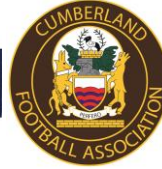




FOR ALL



Role Profile

Job Title:	Football Services Administrator	Reports To:	Chief Executive Officer	Salary	Competitive
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Role Purpose:

- To administratively support the delivery of The FA National Game Strategy
- To lead the Operational and Governance section of the County FA
- To provide administration support to the CFA business and operational plan

Contract:	37.5 hours per week (Monday to Friday)
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Contract Length:	12 Months Maternity Cover
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Direct Reports:	N/A
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Key Accountabilities:

- Lead County Governance and Operations
- Lead upon and provide effective, efficient delivery of annual affiliation process.
- Support Leagues and Clubs with affiliation processes
- Enter all affiliation data onto CRM correctly
- Analyse affiliation data and undertake annual data cleansing to ensure team affiliations are correct, in partnership with the Football Development Team
- To update and document operating procedures
- To assist in the production of accurate and relevant management information to improve performance and inform decision-making
- To administer the registration of Referees
- To assist the Referee Development Officer with tracking referee qualifications and levels
- To lead and manage the renewal process for the sanction, affiliation and registration of Leagues/ Competitions/ Associations
- To manage the league sanctioning of CFA Affiliated Leagues
- Provide support to leagues where required to assist with League Sanctioning
- To manage the disciplinary process to ensure FA Memorandum of procedures and regulations are complied with
- Arrange discipline commissions for personal hearings and appeals
- To be responsible for administering and issuing of all misconduct
- To act as a secretary for personal hearings
- Ensure all misconduct is issued within the relevant timescales
- Responsible for discipline queries from internal colleagues and external partners
- Provide a service to all external partners when dealing with any discipline
- Implement and communicate new structures, rules and regulations to clubs and leagues
- Provide access to the SUP list to Leagues on a regular basis
- Lead upon the administration of all County Cup Competitions including inputting of data for competition entries, fixtures and results in The FA Full Time System
- Control the financial operations of the business and produce reporting activity for the CEO and FA
- To process, generate and track invoices, managing debtors in line with CFA credit control processes
- Attend FA Forums and workshops aimed at improving the working/operation of the business
- Manage the office and stationary supplies and budget
- Any other duties prescribed by the Chief Executive Officer



FOR ALL



CFA Values and Behaviours

Behaviours:

- **Progressive** - We embrace new thinking in the pursuit of continuous improvement
Innovation, Creative, Future thinking, Ground-breaking, Problem Solving, Challenge
- **Respectful** - We set the standards for respectful behaviour across the game
Maintaining Standards, Role modelling, Respecting others' opinions and values
- **Inclusive** - We champion and ensure that football is and will remain a game for everyone
Championing, Supporting, Including, Leading, Collaborative
- **Determined** - We are tenacious and accountable to each other in serving the whole game and doing the right thing
Driven, Stamina, Tenacious, Focused, Resilient
- **Excellent** - The very best outcome can only be achieved by sustained excellence in performance
Be the best you can be, Striving for success, Excelling, Exceeding expectations
- **Adapt** - To current Cumberland FA Culture, which includes a set of values developed by the staff team to create a positive and productive environment for staff members to work within.

Essential:	Desirable:
<ul style="list-style-type: none"> • Knowledge of FA Rules and Regulations • Knowledge of the grassroots football infrastructure • Experience in an administration role • Working experience using Microsoft Office and the ability to adapt to use modern technology and champion new IT programmes • An ability to engage with both the paid and volunteer workforce • Demonstrates a working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice 	<ul style="list-style-type: none"> • Experience of working with volunteers • Management experience • Experience of working with partner organisations • Knowledge of Whole Game System, CRM and FA Full Time
Enhanced CRC Check Required:	YES
Full Driving Licence:	YES

Created by:	<i>Fred Conway (CFA Chairman)</i>
Date Role Profile Created:	01/10/2018
Signed by Role Holder:	