

DERBYSHIRE FA

**APPLICATION PACKAGE**

Football Operations Officer



**DERBYSHIRE FA**

**Football Operations Officer Vacancy**

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Derbyshire County FA are committed to equality of opportunity and welcome applications from all sections of the community.

The successful candidate will be responsible for overseeing, promoting and developing local grassroots football and supporting The FA in delivering the National Game Strategy.

1. Role Description

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| Role Title | Football Operations Officer  |
| Reports to | Football Operations Manager |
| Location | Derbyshire County FA, 8 & 9 Stadium Business Court, Millennium Way, Pride Park, Derby, DE24 8HP |
| Salary Range | £18k - £25k per annum |
| Term | Fixed Term contract to June 2024(subject to further funding) |

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| Job Purpose |
| * To support delivery of The FA Grassroots Football Strategy and the Derbyshire County FA Business Strategy.
* To assist in the efficient running of the Football Operations department.
* To support the adoption of FA technology systems across grassroots football.
* Ensure that the CFA effectively implement and maintain the FA’s Safeguarding 365 Standard within Football.
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| Principal Accountabilities/Responsibilities |
| **Business Support*** Support the affiliation of clubs and ensure safeguarding requirements are met.
* Provide support to referees in the referee registration process
* Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
* Provide discipline administration support
* Proactively support to clubs and leagues in the player registration process
* Ensure that grassroots football is inclusive, diverse, and reflective of local communities.
* Support delivery of the online coach education programme, liaising with key stakeholders to meet the needs of the game.
* Provide administration support for referee course’s including promotions, course bookings,
* course confirmation, course sign off and registering of referees five game completion
* Provide administration support to referees in the promotion process
* Collate referee coverage data

**Safeguarding:*** To work in accordance with The FA Safeguarding 365 criteria and abide by the safeguarding code of conduct.
* Risk Assess all events and activities where the CFA directly employ or deploy under -18 referees, coaches and volunteers.
* Support messaging so that under-18 s in youth and open-age adult CFA-led football know how to report any concerns about their wellbeing.
* Liaise with the Safeguarding & Equality Manager and follow through on opportunities to listen to and consult with under-18s on their experience of playing, learning and volunteering.
* Make use of young people and adults at risk feedback to enhance the experience and fun and safety in football.
* Contribute to ensuring that safeguarding and equality are embedded throughout the DCFA and grassroots football across Derbyshire.

**County Support**:* To support CFA engagement via improved data gathering, research & insight and targeted communications.
* Ensure compliance with CFA’s health and safety policies.
* Support key marketing initiatives through the delivery of bespoke events and networks.
* To carry out any other duties prescribed by the Chief Executive Officer when necessary.
* To assist the Football Operations Manager on the delivery of the National Game Strategy at a local level.
* Executes additional tasks as required to meet CFA’s changing priorities.
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| Knowledge/Experience/Technical Skills |
| **Essential:** * Ability to work independently and as part of a team.
* Excellent organisational skills and the ability to prioritise workload effectively.
* Excellent problem-solving and decision-making skills.
* Ability to communicate effectively and in a manner appropriate to the audience.
* Commitment to delivering exceptional standards of customer service.
* Ability to use Microsoft Office effectively (Word,Excel, Power Point).
* Attention to detail and an ability to manage accurate recording and reporting of information.
* Full UK Driving Licence.
 | **Desirable*** A qualification in business administration.
* A qualification in data analysis
* Knowledge and understanding of working with volunteers,
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| The Role Holder will be expected to understand and work in accordance with Derbyshire FA values and behaviours as described below. |
| DCFA Values | Behaviours |
| Accountable | Taking responsibility for everything we do |
| Adaptable | Responsive to changing the needs of our community |
| Collective | Working together, for the better of football |
| Innovative | Exciting ways to do new things |

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| Role Profile agreed by the Board of Derbyshire County FA and signed by Chief Executive Officer:  | Name | Signature |
| Ricky Stevenson | R.Stevenson |
| Date Role Profile agreed by the Board:  | Wednesday 11th May 2022 |

**3. How to apply**

* To apply for the role, please complete the application form at this link**:**

**[Football Operations Officer Application Form](https://app.smartsheet.com/b/form/28a4380205684dba87e58d2d566e96ee)**

**4. Selection Process**

• Applications must be submitted before the closing date of Friday 24th June 2022

• Afterwards, successful applicants will be selected for interview on Thursday 14th July 2022

If you would like to apply for the Derbyshire County FA Football Operations Officer vacancy, please ensure you complete the online application form as detailed in the application pack. If you have any queries or questions regarding the role, please contact Ryan Haynes, Football Operations Manager, at ryan.haynes@derbyshirefa.com

Closing date for applications: Friday 24th June 2022