



DURHAM COUNTY FA ADMINISTRATION OFFICER RECRUITMENT PACK





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WHO ARE DURHAM COUNTY FA?

We are the home of grassroots football from South of the River Tyne to North of the River Tees and across to the Cumberland borders and we are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation we are the guardians of the national game in our area.

We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our area which is steeped in football tradition and history across all levels of the game.

“FOR A BETTER GRASSROOTS GAME WITHIN DURHAM COUNTY FA BOUNDARIES”



ROLE DESCRIPTION

ADMINISTRATION OFFICER

Commitment:

This is a full-time role with Durham County FA working 35 hours per week - working at the Durham County FA Offices, Riverside South, Chester le Street, DH3 3QR (the role is office based)

The role:

We are looking for a dynamic, self-motivated individual with a 'can do' attitude who wants to make a positive contribution to grassroots football. The successful applicant will work within the football services department and will report to the football services manager.

The successful applicant will need to be able to demonstrate, both in their application and at interview, their ability to deliver the requirements of the role.

Role Purpose

- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Club & Competition Portals, Matchday App and Full-Time).
- Support club and league secretaries with the discipline process and provide regulatory updates where necessary.
- Support the affiliation of clubs and ensure safeguarding requirements are met.
- Support the club and league accreditation renewal process and ensure safeguarding requirements are met.
- Support delivery of all County Cup and Charity Cup competitions organised by the County FA.
- Work closely with the Referee Development Officer in preparation of referee courses and their continued progression.
- Carry out any other administration duties as determined by the Football Services Manager and CEO.
- Assist with administration of DCFA leagues
- Assist Clubs and Leagues with the Player Registration process.

- **The closing date for applications is noon on Monday 15th April 2024**
- **The date for interviews will be Wednesday 24th April 2024**
- **Start date expected Tuesday 28th May 2024 or sooner**

To apply, please complete the following application form, and equality and diversity monitoring form and email to David.Cleary@DurhamFA.com or by post to Durham County FA Office, Riverside South, Chester le Street, County Durham. DH3 3QR marked 'Private and Confidential' '**Administration Officer Application**'



APPLICATION PROCESS

To apply, please complete the following application form and equality and diversity monitoring form.

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact David.Cleary@DurhamFA.com who can arrange for any reasonable adjustment to be made for your application.

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged to take place at the offices of Durham County FA.

Durham County FA is committed to equality, diversity, and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

Durham County FA are committed to addressing individuals from underrepresented groups within the game.

Grassroots football is at the Heart of What we do!

To be successful in this role you will be required to ensure that you are committed to completing any training that is deemed a requirement by Durham County FA or The FA.



INDIVIDUAL ROLE PROFILE

ADMINISTRATION OFFICER

There has never been a better time to join Durham County FA .

What we are looking for

- Knowledge of the structure and the key partner organisations within football, nationally and within the County FA locality.
- Ability to work independently and as part of a team.
- Excellent organisational skills and the ability to prioritise workload effectively.
- Commitment to delivering exceptional standards of customer service.
- Excellent IT skills, including the use of Microsoft Office applications.
- Attention to detail and an ability to manage accurate recording and reporting of information.

What we can offer

- A great start to your career in football with the local governing body of the grassroots game.
- 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 life, where you'll learn about all aspects of grassroots football.
- 22 days holiday entitlement plus bank holidays + company pension scheme.

Equality and Diversity

Durham County 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 on the application form

Salary: £21,000 per year

Hours: 35 hours per week

Location: Durham County FA, Riverside South, Chester le Street, DH3 3QR



APPLICATION FORM

ADMINISTRATION OFFICER

Please return this completed application form and completed equality monitoring form to David.Cleary@DurhamFA.com later than noon on Monday 15th April 2024. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, 'Administration Officer application', Durham County FA, Riverside South, Chester le Street, County Durham, DH3 3QR.

Your application can be accompanied by a CV if you wish. The decision to invite you to attend for interview will be based on the information you provide on this form. Durham County FA is an Equal Opportunities Employer.

Title	
First Name(s)	
Last Name(s)	

Street Address	
City	
County	
Post Code	

FA Number (if known)	
Email Address	
Phone Number	

Do you have a full current driving licence?

YES NO *(delete as appropriate)*

Do you have access to your own personal transport?

YES NO *(delete as appropriate)*

Do you currently have an in-date FA Enhanced Criminal Records Check?

YES NO *(delete as appropriate)*

Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974? (You do not need to declare anything that is deemed 'spent')

YES NO *(delete as appropriate)*



EDUCATION & TRAINING

Please provide details of your education, qualifications, and training that you have completed or are currently undertaking.

Dates	Place of Learning	Course or Qualification	Grade

EMPLOYMENT & VOLUNTEERING

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work.

Dates	Employers Name	Job Title	Key Responsibilities/Achievements

INTERESTS, HOBBIES & LIVED EXPERIENCE

Please tell us about any interests, regular hobbies, lived experience you have that complement the skills and knowledge required in this role.

Interest / Hobby / Lived Experience	How does this support your application?

MEMBERSHIP OF PROFESSIONAL BODIES

Please list any professional bodies that you are a member of.

Membership Bodies	Membership Type



HOW I MEET THE REQUIREMENTS

ADMINISTRATION OFFICER

Please ensure you have read and fully understand the recruitment pack for this role. Please contact David.Cleary@DurhamFA.com who can arrange for reasonable adjustments to made for your application.

Please explain why you think you are well suited to meet the purpose of this role. (5000 characters) (Please make sure to include any specific knowledge, paid work, voluntary work, or lived experience that demonstrates your skills relevant to this role.)



Please detail your levels of experience in working in an administration or equivalent role (2500 characters)



Durham County FA values are:

PRIDE In what we do, why we do it and who we represent.

HONESTY In our actions and our intentions

INTEGRITY In our approach and consistent in our decisions

PROFESSIONAL In our manner, on what we deliver and how we want to be perceived

How do you meet these values of Durham County FA?

Durham County FA's culture and organisational structure is built on the four principal core values. Please provide evidential information and experiences of how you best demonstrate Durham County FA's four core values.



ADDITIONAL INFORMATION

Durham County FA are committed to equality, diversity, and inclusion. Under the Equality Act 2010, Durham County FA are happy to complete any reasonable adjustments required by applicants with additional needs.

Please detail any adjustments you require to be made if you are invited to interview.

If your application is successful, what notice period would you have to provide your current employer?

Do you currently have any holidays planned and if so what are the dates?



REFERENCES

Please provide details of two referees below. Personal references are accepted when no professional or academic reference is available.

	First Referee	Second Referee
Name		
Address		
Postcode		
Phone		
Email		
Relationship to you		

Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

SIGNATURE

DATE

The closing date for applications is noon on **Monday 15th April 2024**

To apply please email a completed application form and covering letter marked '**Administration Officer Application**' to David.Cleary@DurhamFA.com or post to Durham County FA Office, Riverside South, Chester le Street, County Durham. DH3 3QR marked 'Private and Confidential **Administration Officer Application**'



Equality and Diversity Monitoring Form

Durham County Football Association Limited wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

Please be assured that any information disclosed on this form will not be shared with the recruitment panel for the role you are applying for and will be used only by the Equality and Diversity Lead Officer to store and process anonymised diversity data for the purpose of ensuring equality of opportunity.

Gender Man ☐ Woman ☐ Intersex ☐ Non-binary ☐ Prefer not to say ☐

If you prefer to use your own term, please specify here:

Are you married or in a civil partnership? Yes ☐ No ☐ Prefer not to say ☐

Age 16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐ 50-54 ☐
55-59 ☐ 60-64 ☐ 65+ ☐ Prefer not to say ☐

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐
British ☐ Gypsy or Irish Traveller ☐ Prefer not to say ☐

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Prefer not to say ☐

Any other mixed background, please write in:

Asian/Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab ☐ Prefer not to say ☐

Any other ethnic group, please write in:



Do you consider yourself to have a disability or health condition?

Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your ability to give your best at work?

Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual ☐

Prefer not to say ☐

If you prefer to use your own term, please specify here:

What is your religion or belief?

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐
Muslim ☐ Sikh ☐ Prefer not to say ☐

If other religion or belief, please write in:

What is your current working pattern?

Full-time ☐ Part-time ☐ Prefer not to say ☐

What is your flexible working arrangement?

None ☐ Flexitime ☐ Staggered hours ☐ Term-time hours ☐
Annualised hours ☐ Job-share ☐ Flexible shifts ☐ Compressed hours ☐
Homeworking ☐ Prefer not to say ☐

If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None ☐ Primary carer of a child/children (under 18) ☐
Primary carer of disabled child/children ☐
Primary carer of disabled adult (18 and over) ☐ Primary carer of older person ☐
Secondary carer (another person carries out the main caring role) ☐
Prefer not to say ☐