

# EMPLOYMENT APPLICATION PACK:

Part -Time Discipline Administrator



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# Part-Time Discipline Administrator

**Salary:** c. £11 per hour

**Contract:** PT Apr 2023– Jun 2024  
(subject to renewal)

**Hours:** 25 hours per week

## What is the role?

This is an exciting role within Hampshire FA. We are looking for an innovative and highly organised individual with an attention to detail to assist various roles in the disciplinary department dealing with clubs across the county, working to preserve and protect grassroots football and its participants.

## What will you do?

- You will be responsible for the processing of match official reports, and processing of, misconduct through the application of the FA's guidelines and regulations.
- You will assist with varying day to day tasks to ensure smooth running of the department.
- Working in partnership with the Discipline and Safeguarding Teams.
- Take payments from Participants over the phone and receipt on the system accordingly.

## What do you need?

- Relevant experience of administrative roles and knowledge of Microsoft products preferable (training will be given where needed)
- The ability to work under pressure as part of team while managing individual workload and priorities
- The ability to demonstrate exceptional customer service, with excellent communication skill

## Applications by 20 March 2023:

To apply, complete the online application form by Monday 20<sup>th</sup> March , interviews will take place week commencing 27<sup>th</sup> March 2023

Access the form by scanning this QR code with a smartphone:



Or via: <https://forms.office.com/e/zDXsANaz9w>



# APPLICATION PROCESS

Please see the accompanying **advert & job description, full role profile & person specification** and **supporting information**. These should be used as a guide when completing the application form. The application form can be made available in alternative formats and should this be required please contact us to advise of your requirements.

**Please complete the application form by clicking [here](#).**

If shortlisted, you will be invited to interview for the role. The exact format of the interview will be confirmed with notice of the interview and reasonable adjustments can be made to accommodate any needs you may have.

Hampshire FA have an understanding and commitment to **equality, diversity and inclusion** and would be grateful if you could complete an optional, anonymous equality monitoring form as part of your application. By completing this questionnaire, you are helping us to plan for the future and ensure we recruit from a diverse pool of applicants that are appropriate and relevant to the community we serve.

**Please complete the equality monitoring form by clicking [here](#).**

Hampshire FA 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 information provided.

## Key Dates:

Application Closing date - **20 March 2023**

Interviews dates - **w/c 27 March 2023**



# FULL ROLE PROFILE & PERSON SPECIFICATION

Hampshire FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply for all roles.

<b>Job title</b>	Part-Time Discipline Administrator
<b>Reports to</b>	Discipline Manager
<b>Job purpose(s)</b>	<ul style="list-style-type: none"> <li>To assist the Discipline Team with various admin tasks on a daily basis</li> <li>Liaise with Clubs and Leagues where required with updates on ongoing investigations.</li> <li>Act as Secretary to both Personal and Non-Personal disciplinary hearings as required (training given)</li> <li>To liaise The FA Disciplinary Team and regional support staff on disciplinary related matters</li> <li>To contribute to the implementation of the FA's Safeguarding 365 Operating Standard for County FAs</li> <li>To comply with FA rules, regulations, policies, procedures and guidance that are in place</li> </ul>
<b>Location</b>	Front Lawn Community Hub, Havant, PO9 5AN (Hybrid Working Policy currently in operation providing mix of office/remote working )
<b>Working hours</b>	25 hours a week, occasional evening/weekend work required (Flexible options available)
<b>Contract type</b>	Initial part-time contract from April 2023 - 30th June 2024 (Further extension subject to funding renewal)
<b>Salary</b>	c. £11 per hour

## Roles & Responsibilities:

<b>Representing Hampshire FA</b>	<ul style="list-style-type: none"> <li>Actively deliver against Company Values and Behaviours and the Customer Charter</li> <li>Actively support the challenging of all forms of discrimination in football</li> </ul>
<b>Operational</b>	<ul style="list-style-type: none"> <li>Ensure that the County FA complies with FA regulations, rules and procedures, including those for Safeguarding, Inclusion and Anti-Discrimination</li> <li>Identify, develop and maintain key partnerships and relationships, both internal and external, to ensure the smooth running of the Department</li> <li>Work closely with the Safeguarding Team regarding investigations, as described within the FA Safeguarding 365 Operating Standards.</li> <li>Support the individuals, clubs, leagues and referees involved in the investigations, ensuring excellent communication and regular updates throughout the process</li> <li>Have a good overall understanding of the requirements for organisations as detailed within the Data Protection Act 2018 and comply with these during investigations</li> <li>Utilise. support and promote FA IT systems to County FA customers</li> </ul>
<b>Equality, Diversity &amp; Inclusion</b>	<ul style="list-style-type: none"> <li>Ensure that the activity of Hampshire FA is inclusive, diverse and reflective of local communities</li> <li>Ensure that the County FA complies with FA regulations, rules and procedures, including those for Safeguarding, Inclusion and Anti-Discrimination</li> <li>Always apply rules and regulations in a fair, confident, consistent and transparent way, demonstrating organisation values at all times</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>Maintain strong links with key FA Staff</li> <li>Work closely with the Discipline, Safeguarding and Referee Departments in regards to acts of poor practice and/or Football Development Department in respect of breaches of England Football Accreditation</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>Adhere to Hampshire FA finance protocols, processing payments and invoices as required</li> </ul>



	Skills	Knowledge/Experience
<b>Essential (Required to fulfil role)</b>	<ul style="list-style-type: none"> <li>Outstanding team working, organisational skills and ability to work independently</li> <li>Exceptional communication, interpersonal and influencing skills to provide excellent customer service</li> <li>Capacity to handle confidential data/information sensitively</li> <li>Ability to promote safer practice and the importance of a safe and fun football environment</li> <li>Effective prioritisation and time-management skills</li> <li>Competent in the use of IT, ability to use Microsoft Office applications (word, excel, outlook, Powerpoint) and the ability to adapt to use modern technology and champion new IT programmes</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and experience of FA Rules and Regulations</li> <li>Knowledge of what constitutes misconduct, poor practice and what is abusive behaviour</li> <li>Demonstrate a working knowledge and application of inclusion, equality and anti-discrimination</li> </ul>
<b>Non-Essential (Beneficial but can be accumulated once in the role)</b>	<ul style="list-style-type: none"> <li>Ability to de-escalate heated and challenging situations</li> <li>Ability to interview children and/or adults in relation to allegations</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with volunteers, stakeholders and partner organisations, including statutory agencies</li> <li>Knowledge of current safeguarding legislation, policy and practice relating to children and adults at risk</li> <li>Knowledge of the structure and partner organisations within grassroots football, nationally and within Hampshire</li> <li>Knowledge/experience of the Whole Game System</li> <li>Knowledge of GDPR</li> </ul>

#### HFA Values

#### Expected Behaviours

<b>PROGRESSIVE</b>	<ul style="list-style-type: none"> <li>Identifies the need for, and actions change in direction, practice, policy or procedure.</li> <li>Questions the way things are done and takes informed risks.</li> <li>Continuously seeks to improve efficiency and performance.</li> </ul>
<b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Maintains people's self-esteem when interacting with them.</li> <li>Avoids pre-judgement when listening to suggestions from others.</li> <li>Seizes the opportunity to apply Hampshire FA standards at all times.</li> </ul>
<b>INCLUSIVE</b>	<ul style="list-style-type: none"> <li>Openly collaborates with colleagues and partners in the game</li> <li>Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>Seeks out and embraces new ways of thinking and working.</li> </ul>
<b>DETERMINED</b>	<ul style="list-style-type: none"> <li>Works relentlessly to overcome roadblocks or obstacles to achieve the goal.</li> <li>Remains focused on seeing agreed goals through to completion taking pride in their work.</li> <li>Maintains motivation for their team and themselves.</li> </ul>
<b>EXCELLENT</b>	<ul style="list-style-type: none"> <li>Seeks to achieve the highest levels of performance at all times.</li> <li>Can be committed to achieve a standard that others consider impossible.</li> <li>Supports others to go further and achieve more.</li> </ul>

#### Application Deadline:

20 March 2023

#### Interviews to be held (format TBC):

Week Commencing 27 March 2023



# SUPPORTING INFORMATION

Hampshire FA Vision, Mission & Values

## Vision

*Using the power of **football** to build a better future for all communities in **Hampshire**.*

## Mission

Set strong foundations for all of Hampshire football to **Recover** stronger by enabling & supporting a bespoke Hampshire FA workforce.

Deliver an expanding network of **Hub Sites**, connected with & fully engaging their local communities.

Put **Youth Engagement** at the centre of all delivery & ensure young people are heard, safeguarded & empowered to influence the future.

Re-invigorate **Equality, Diversity & Inclusion** through new IAG/local engagement structure & governance standards.

Undertake a full business **Culture** review to embed inclusivity, safeguarding & quality community service throughout all we do.

## Values

**Progressive - Respect - Inclusion - Determined - Excellence**

