



Springfield Stadium, Janvrin Road
St. Helier, Jersey JE2 4LF
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Job Description: Football Services Officer/Manager

The Jersey Football Association is looking to appoint a Football Services Officer/Manager to support the delivery of the JFA Business Plan and FA National Game Strategy in partnership with key stakeholders.

Contract type:	Permanent
Hours per week:	Full Time (37.5 hours)
Salary:	£21-£25k per annum (depending on experience)
Location:	Springfield Stadium, St. Helier, Jersey
Reports to:	Chief Executive Officer
Residency:	5 years residency required
Closing date:	Monday 23rd September 2019

Role Requirements & Responsibilities:

- To administer player registration processes using the FA Whole Game System;
- To manage club affiliation, referee registration and competition processes using the FA Whole Game System;
- To administer misconduct and other discipline related reports in accordance with FA rules, regulations and policies using the FA Whole Game System;
- To assist with the organisation of JFA disciplinary commissions;
- To provide administrative cover for the JFA Office Manager when out of office;
- To manage travel arrangements for all JFA executives, representative teams and visiting teams. This includes Centre of Excellence and Player Development Centre commitments, on and off the island;
- To organise and administer the JFA Education programme to include the provision of coaching, medical, safeguarding children, equality and other courses/workshops;
- To support and participate in selected JFA committees;
- To assist with the provision of JFA football development initiatives and JFA events;
- To contribute to the delivery of JFA Safeguarding Operating Standards;
- To undertake additional tasks deemed appropriate for the role.

Desired Skills & Knowledge:

The successful candidate will be passionate and committed to developing grassroots football within Jersey and have an understanding of the structure and development pathways at local, regional and national levels.

They will be motivated to work individually and within a team and be willing to work flexible hours, be able to plan, set, achieve and monitor objectives to meet deadlines. They will also have a creative and innovative approach to solving problems.

The successful candidate will undertake enhanced CRC checks and will need to provide references. On-going training and development will be provided.

Applications:

To apply please send your CV and a covering email, detailing how you meet the requirements of the role, to: info@jerseyfa.com

Applicants who have not heard back by 30th September 2019 should assume that they have been unsuccessful on this occasion.

The Jersey Football Association is an Equal Opportunities Employer and is committed to ensuring staff receive appropriate equality training suitable to their job role/s. The JFA adopts a zero-tolerance approach to any form of discrimination and successful applicants will be expected to operate within the principles of equality at all times.

Safeguarding is of major importance to the JFA and we are committed to ensuring all children and adults at risk are safeguarded at all times. The JFA has robust safeguarding policies and best practice guidelines to support safeguarding and expects all employees to adopt such policies and practices at all times.

The JFA adheres to strict guidelines, policies and procedures when recruiting staff that work with children and/or adults at risk and is committed to ensuring staff receive appropriate safeguarding training suitable to each role.

Interviewees will be required to bring proof of ID to the first interview (valid passport OR birth certification and NI card) along with proof of right to work in Jersey. ID documents must be original - photocopies will not be accepted.

Jersey Football Association