

Leicestershire & Rutland County FA

Football Services Officer

Application Package





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1. The Role

LRCFA is inviting applications for the Full-Time position of Football Services Officer. We are looking for individuals with skills, knowledge and experience in Disciplinary related fields and who have a passion for driving safer practice in football across Leicestershire & Rutland. As an equal opportunities employer we welcome applications from all parts of the community.

What can we offer?

- An exciting opportunity to be part of a forward-thinking progressing business.
- To work with key stakeholders within grassroots and the professional game.
- Access and commitment to personal development and training opportunities.

LRCFA is committed to safeguarding children, young people 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 the post, as all cases are judged individually according to the nature of the role and information provided.

2. About Leicestershire & Rutland County FA

LRCFA is the governing body for football in Leicestershire & Rutland. We are responsible for leading and serving the game at amateur level, a sector widely referred to as 'Grassroots' football.

LRCFA is committed to making the game of football as safe and enjoyable as possible for all those involved. LRCFA works closely with The FA, the game's Governing Body, in order to ensure that safety standards are met.



LRCFA Mission	<i>Working for the benefit of our members and the whole community by delivering the highest standards of service for football in Leicestershire and Rutland.</i>
LRCFA Vision	<i>To get as many people playing football in the best possible environment.</i>
LRCFA Values	<i>Progressive Respectful Inclusive Determined Excellence</i>

3. Role Profile

Job purpose(s)	
<ul style="list-style-type: none"> To support delivery of The FA National Game Strategy and the Leicestershire and Rutland County FA (L&RCFA) Business Strategy. To lead on all aspects relating to discipline. To support core areas of the game including Affiliation, Competitions, Charter Standard and Sanctioning as well as other areas that are deemed appropriate. To assist in the efficient running of the Football Services department. To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs. To support the adoption of FA technology systems across grassroots football. To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time. 	
Direct reports	N/A

Location	Based at the L&RCFA Headquarters, additional travel to other locations across the Leicestershire and Rutland will be required at times. Note: all staff are temporarily home working until Covid restrictions are lifted.
Working hours	37.5 hours per week, some evening and weekend work maybe required.
Contract type	Fixed term until 30 th June 2024.
Salary	£22,000 - £24,500

Responsibilities	
Discipline <ul style="list-style-type: none"> Ensure all disciplinary cases are handled fairly, transparently and in compliance with FA regulations. Communicate governance and regulation services that meet the needs of customers. Raise appropriate misconduct charges for breaches of FA rules and regulations within relevant timescales. Arrange personal and non-personal hearings and act as the secretary to commissions when required including during evening and weekends Ensure that L&RCFA is operating at a minimum to The FA's 'Player and Club Guide to Personal Hearings'. Ensure L&RCFA meet the targets and timings of all cases for the National Serious Case Panel. Support the local disciplinary panel and any training requirements. 	



- Deal with all reports of discrimination and ensure all panel members maintain their training requirements to remain qualified.
- Support club and league secretaries with the discipline process and providing updates where necessary.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk in the disciplinary process.
- Ensure all under-18s involved in disciplinary cases are provided with age-appropriate support.
- Act on feedback from those involved in the disciplinary process, including any specific issues highlighted by under-18s and adults at risk.
- Regularly meet with the Designated Safeguarding Officer and Workforce Development Lead in all matters where it is apparent that there has been abusive behaviour involving under-18 players and/or where the referee is under-18 or identifies as an adult at risk.
- Provide regular updates on disciplinary matters to the Football Services Lead.
- Support with appeals and complaints in conjunction with the Football Services Lead where necessary.

Club Affiliation, League Sanctioning, Tournament Sanctioning

- Support Members of the Football Service team in checking clubs' credentials against criteria needed for Affiliating.
- Supply and direct clubs to resources and support material to aid club affiliation.
- Support clubs and leagues to resolve issues in coordination with other members of staff.
- Collaborate with the Designated Safeguarding Officer to ensure the affiliation, sanctioning and registration processes are managed effectively and safeguarding requirements are met by clubs, leagues, coaches and referees.
- Ensure leagues fully comply with The FA Standard Code of Rules (adult and youth) prior to sanctioning.
- Ensure all sanctioned tournaments comply with SCOR/Y rules

General

- 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).
- Contribute to ensuring that safeguarding and equality are embedded throughout the and grassroots football.
- Risk assess all Leicestershire & Rutland CFA events and activity for under-18s and where Leicestershire & Rutland CFA directly deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Listen to and consult with under-18s on their experiences of grassroots football as part of Leicestershire & Rutland CFA youth engagement strategy.
- Execute tasks as required to meet Leicestershire & Rutland CFA's changing priorities.



Person specification	
Qualifications	
Essential <ul style="list-style-type: none"> ▪ Educated to A Level or equivalent. • An administrative qualification or 2 years sports administration experience. 	Desirable <ul style="list-style-type: none"> • A degree level sport qualification.
Skills	
Essential <ul style="list-style-type: none"> ▪ Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes. ▪ Project management skills and experience – to plan, set and achieve objectives within strict deadlines. ▪ Excellent time management and prioritisation skills. ▪ Possess excellent problem solving and decision-making skills. ▪ Outstanding communication and presentation skills. ▪ Excellent written communication, strong presentation and report writing skills with a keen eye for detail. ▪ Exceptional customer service and focus. ▪ Extensive Experience of Microsoft Office 365 (Word, Excel, Power Point, Teams, Outlook). ▪ Show commitment towards personal development and training. ▪ Flexibility to work outside normal office hours as required. 	Desirable <ul style="list-style-type: none"> • Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities. • Capability to create multiple reports, budgets and plans.
Knowledge and experience	
Essential <ul style="list-style-type: none"> ▪ Good Understanding of The FA Rules and Regulations. ▪ Knowledge of sports inclusion, equality and diversity. ▪ Demonstrates a working understanding of safeguarding and best practice. 	Desirable <ul style="list-style-type: none"> ▪ Knowledge of The FA's National Game Strategy. ▪ Knowledge of the structure and organisations within football. Knowledge and experience of the grassroots football infrastructure.



<ul style="list-style-type: none"> ▪ Knowledge of the range of volunteers who exist within the game, their motives for engaging and how they can support the delivery of FA programmes. ▪ Experience of the conduct and management of investigations. ▪ Experience of case file preparation and management. ▪ Experience in delivering customer excellence. ▪ Ability to work as part of a team and also to demonstrate the use of individual initiative to achieve key targets. ▪ Experience of managing multiple projects from inception to conclusion, on budget and on time. ▪ Experience of monitoring and evaluation procedures. 	<ul style="list-style-type: none"> ▪ An understanding of the challenges associated with running football clubs and leagues. ▪ Experience of working with volunteers. ▪ Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.
Enhanced DBS Check required?	Yes
Clean, full driving licence?	Yes

The Role Holder will be expected to understand and work in accordance with the values and behaviours described below	
LRCFA Value	Behaviours
PROGRESSIVE	Embraces new thinking in pursuit of continuous improvement <ul style="list-style-type: none"> • Identifies the need for, and actions change in direction, practice, policy or procedure • Questions the way things are done and takes informed risks • Continuously seeks to improve efficiency and performance
RESPECTFUL	Sets the standards for respectful behaviour across the game <ul style="list-style-type: none"> • Maintains people's self-esteem when interacting with them • Avoids pre-judgement when listening to suggestions from others • Seizes the opportunity to apply LRCFA standards at all times
INCLUSIVE	Champions and ensures that football is, and will remain, a game for everyone <ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game • Provides equal opportunity to people of different backgrounds, experience and perspective • Seeks out and embraces new ways of thinking and working
DETERMINED	Tenacious and accountable. Serving the whole game and doing the right thing <ul style="list-style-type: none"> • Works relentlessly to overcome roadblocks or obstacles to achieve the goal • Remains focused on seeing agreed goals through to completion taking pride in their work • Maintains motivation for their team and themselves
EXCELLENT	The very best outcome achieved by sustained excellence in performance <ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times • Can be persistent to achieve a standard that others consider impossible • Challenges others to go further and achieve more



4. **How to apply**

- Complete the [Online Application Form](#) no later than **Monday 31st May 2021**. Please note that no applications will be accepted after this time.
- Provide the Equality and Diversity Monitoring Form and return to Jobs@LeicestershireFA.com Please note that completing this form is entirely voluntary.
- LRCFA is committed to equality of opportunity for all. We would welcome applications from women, people with Disabilities and Black, Asian and Minority Ethnic Communities as they are currently underrepresented within the organisation

5. **Selection Process**

- Applicants will be contacted by **Friday 4th June 2021**.
- Interviews will be held either in person at Holmes Park, Whetstone or via Microsoft Teams on **Wednesday 16th June 2021**.
- If required, second interviews may be held in order to determine the most suitable candidate for the role.

If you have any queries regarding the role, please contact Jamie Clarke, Football Services Lead, Email: Jamie.Clarke@LeicestershireFA.com