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Role Profile

Job Title:	Discipline Case Officer	Reports To:	Football Services Lead
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Role Purpose:	
<ul style="list-style-type: none"> To support The CFA Football Services department on the management of its Governance process including the County Disciplinary process To oversee the investigation process of all CFA cases To investigate some breaches of Serious CFA cases where appropriate To ensure Participants are educated in relation to matters affecting the integrity of the game at CFA level. 	
Direct Reports:	N/A

Key Accountabilities:	
<ul style="list-style-type: none"> To proactively and reactively conduct investigations into alleged breaches of FA Rules and Regulations. To guide other CFA staff on all Governance functionality including Discipline, Competitions, Sanction and Affiliation To advise Case Officers and where appropriate conduct investigative interviews and thorough reviews of all available evidence in relation to alleged breaches of FA Rules. Guide CFA's on the Preparation of case files for prosecution. Ensure effective and thorough case file management for all investigations. Manage and advise members of the CFA on all CFA Discipline matters Ensure the Governance functionality meets all requirements of The FA practices and policies Ensure that best practice is followed and further developed in relation to all Governance functions Execute additional tasks as required in order to meet FA and CFA Governance requirements Communicate and provide information by relevant methods internally and externally to assist and enable effective service to staff and key stakeholders. Ensure compliance with CFA policies and procedures. Ensure that the CFA effectively implement and maintain the FA's Safeguarding Operating Standard within Football. An understanding and awareness of generic Equality law and of good practice within sports equality. 	

CFA Values and Behaviours

Behaviours: CFA add own if applicable	
<ul style="list-style-type: none"> Progressive - We embrace new thinking in the pursuit of continuous improvement Innovation, Creative, Future thinking, Ground-breaking, Problem Solving, Challenge Respectful - We set the standards for respectful behaviour across the game Maintaining Standards, Role modelling, Respecting others' opinions and values Inclusive - We champion and ensure that football is and will remain a game for everyone Championing, Supporting, Including, Leading, Collaborative Determined - We are tenacious and accountable to each other in serving the whole game and doing the right thing Driven, Stamina, Tenacious, Focused, Resilient Excellent - The very best outcome can only be achieved by sustained excellence in performance Be the best you can be, Striving for success, Excelling, Exceeding expectations 	



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Essential Skills:	Desirable Skills:
<p data-bbox="92 360 225 392">Knowledge</p> <ul data-bbox="140 398 767 972" style="list-style-type: none">• Good Understanding of The FA Rules and Regulations• Good Knowledge of English football at Grassroots level and the non-league Pyramid• Knowledge of sports inclusion, equality and diversity• Demonstrates a working understanding of safeguarding and best practice• 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• An understanding of the challenges associated with running football clubs and leagues• Knowledge of the structure and organisations within football. Knowledge and experience of the grassroots football infrastructure• Knowledge of The FA's National Game Strategy <p data-bbox="92 1003 225 1034">Experience</p> <ul data-bbox="140 1041 767 1556" style="list-style-type: none">• Experience of the conduct and management of investigations.• Experience of case file preparation and management.• Experience in delivering customer excellence.• Experience of working with volunteers• Ability to work independently and as part of a team.• Proven ability to meet multiple deadlines• Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities• Experience of working through others to support the delivery of key performance indicators• Experience of managing multiple projects from inception to conclusion, on budget and on time• Capability to create multiple reports and plans <p data-bbox="92 1588 272 1619">Technical Skills</p> <ul data-bbox="140 1626 767 2130" style="list-style-type: none">• Have an interest and passion for football• An administrative qualification or 2 years sports administration experience• 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	<p data-bbox="794 360 927 392">Knowledge</p> <ul data-bbox="842 398 1268 430" style="list-style-type: none">• Knowledge of the League pyramid <p data-bbox="794 1003 927 1034">Experience</p> <ul data-bbox="842 1041 1476 1332" style="list-style-type: none">• Experience using Data management IT systems• Experience using FA IT systems• Regularly utilise monitoring, evaluation and reflective practise to gain insight to inform decision making• Experience of leading and managing people• Use research and data to create and innovative approaches to identify business solutions• Experience gained working in a regulatory or law environment <p data-bbox="794 1588 975 1619">Technical Skills</p> <ul data-bbox="842 1626 1444 1682" style="list-style-type: none">• A degree, equivalent qualification or 2 years sports development experience



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<ul style="list-style-type: none">• Extensive Experience of Microsoft Office (Word, Excel, Power Point)• Show commitment towards personal development and training• Flexibility to work outside normal office hours as required	
Enhanced CRC Check Required:	YES
Clean Full Driving Licence:	YES
Created by:	<i>J. Clarke</i>
Date Role Profile Created:	22/10/2019
Signed by Role Holder:	