



**ENGLAND
FOOTBALL**

LEICESTERSHIRE & RUTLAND COUNTY FA

**FOOTBALL SERVICES ADMINISTRATOR
APPLICATION PACK**

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THE ROLE

LRCFA is inviting applications for the Full-Time position of Football Services Administrator. We are looking for individuals with skills, knowledge and experience in Administration and who have a passion for driving safer practice in football across Leicestershire & Rutland. As an equal opportunity 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.

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>

ROLE PROFILE

JOB PURPOSE(S)

- To support delivery of The FA National Game Strategy and the Leicestershire and Rutland County FA (L&RCFA) Business Strategy.
- To complete duties and responsibilities indicative of the core areas of the game including Affiliation, Competitions, England Accreditation, Player Registration 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 30th June 2024.

SALARY

Starting £18,525

RESPONSIBILITIES

CLUB AFFILIATION, LEAGUE SANCTIONING, PLAYER REGISTRATION AND TOURNAMENT SANCTIONING

- Annually ensure all products and processes are setup for Club Affiliation, League Sanctioning and Tournament Sanctioning on WGS.
- Lead on the process of Club Affiliation and Player Registration as well as support League and Tournament Sanctioning, utilising support from other members of the Services Team and wider L&RCFA as appropriate.
- Work with the Football Services Team to develop a communication strategy to continually keep both leagues and clubs informed of what is happening at every stage of the process.
- Create and keep up-to-date resources and support material to aid Club Affiliation and Player Registration.
- Oversee, administrate and 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.
- Keep leagues up-to-date of progress with their teams and updates to their own progress with Sanctioning.
- Provide regular updates to Football Service Lead and headline information to all County FA staff.
- Ensure leagues fully comply with The FA Standard Code of Rules (adult and youth) prior to sanctioning.



COUNTY CUPS

- Manage, develop, promote and administer all County Cup competitions including the planning of all finals.
- Support the Competitions Committee to make the draws for County Cup competitions.
- Liaise with appropriate personnel with regards to any disputes or queries.
- Issue and process payments for fines for breaches of competition rules.
- Ensure that fixtures and results are communicated via the website.
- Maintain a strong relationship with committees and other stakeholders to influence key decisions.
- Forward planning to ensure fixtures are completed as scheduled and with limited disruption.
- Provide advice and guidance on County Cup rules and regulations.

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).
- Manage, oversee and action incoming communication to the Football Services Team through the use of generic inboxes and phone lines.
- Support club and league secretaries with the discipline process under the direction of the Football Services Officer and providing updates where necessary.
- Take Minutes of Staff and Committee meetings and ensure they are typed up and distributed in a timely manner.
- Manage and monitor the Safeguarding compliance of the L&RCFA staff and wider volunteer support network through use of Smartsheets and support of the Designated Safeguarding Officer.
- 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

- Educated to A Level or equivalent..
- An administrative qualification or 2 years sports administration experience.

DESIRABLE

- A degree level sport qualification.

SKILLS

ESSENTIAL

- 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

- 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

- Good Understanding of The FA Rules and Regulations.
- 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.
- 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.

DESIRABLE

- Knowledge of The FA's National Game Strategy.
- Knowledge of the structure and organisations within football. Knowledge and experience of the grassroots football infrastructure.
- 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 end 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

HOW TO APPLY

- Complete the **Online Application Form** no later than **10am Monday 7th February 2022**
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.

SELECTION PROCESS

- Applicants will be contacted by **Friday 11th February 2022**
- Interviews will be held either in person at Holmes Park, Whetstone or via Microsoft Teams on **Wednesday 16th February 2022**
- 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

