



LIVERPOOL COUNTY FA RECRUITMENT PACK

FOOTBALL ADMINISTRATOR

November 2021



ABOUT LCFA

Liverpool County FA is one of the most prestigious County FAs in the country, serving in excess of 55,000 players, 500 clubs and 3,500 teams.

As the governing body of the game across Merseyside, Liverpool County FA is responsible for setting high standards and values throughout the game at every level.

Liverpool County FA is responsible for providing the structure and support that enables players, coaches, volunteers and referees from across Merseyside to develop and enjoy the beautiful game.

Our utmost priority is that every participant is given the opportunity to develop in a progressive and enjoyable football environment.

By promoting 'Football for All', we encourage participation across all sections of society, regardless of age, ability, disability, gender, sexual orientation, race, religion or socio-economic status.

ABOUT THE ROLE

An important and rewarding opportunity has arisen to join our Team.

We are seeking to recruit an engaging, responsive and motivated individual as a Football Administrator to play a key role in our daily administrative functions, helping to provide a positive and proactive experience for a range of stakeholders.

This role is crucial to the ongoing transformation of our business as well as our member clubs, leagues and wider partners. Liverpool County FA is looking for a candidate with excellent organisational, planning and problem-solving skills who is committed to delivering exceptional standards of customer excellence in a fast-paced environment.

We have a talented team that works across six Local Authorities: Liverpool, Knowsley, Sefton, St Helens, Warrington & Halton.

This is an exciting opportunity and a fantastic time to join our Team as we continue to transform our organisation and focus on creating a better football experience for all.

The salary being offered for the role is £18,000 – £20,000 plus benefits, dependent upon experience.



HOW TO APPLY

The closing date for applications is **Thursday 16 December at 10:30AM**. Interviews for the positions will be held during **w/c 3 January 2022** with representatives from Liverpool County FA.

For an informal discussion about Liverpool County FA and the role of Football Administrator, please contact:

Steven Swinnerton | Football Services Manager

steven.swinnerton@liverpoolfa.com

0151 523 4488

To apply for the role of Football Administrator please submit a CV and covering letter detailing the qualities and attributes you would bring to compliment Liverpool County FA's Team.

Before applying, please see the relevant role profile below for more information. Completed applications can be sent to recruitment@liverpoolfa.com along with a completed Equality & Diversity Form.

All applications should be marked '**Private & Confidential – LCFA Football Administrator**'.

Liverpool County FA promotes inclusion, values diversity and welcomes applications from everyone. If you have any particular requirements in respect of the recruitment or interview process, please highlight this in your application or contact the Chief Executive Officer who will be happy to support.

Disclosure and Barring Service Check

As this role involves direct access to young people under the age of 18, within the context of the job and any subsequent related activities or responsibilities, the successful candidate will undergo a thorough screening process that will include an enhanced level Disclosure and Barring Service check to ensure their suitability for the role.

Liverpool FA is committed to achieving equality and fairness in employment and service delivery and we welcome applications from all sections of the community.



JOB DESCRIPTION & SPECIFICATION

Job Purpose(s):

- To support delivery of The FA National Game Strategy and Liverpool County FA Business Strategy.
- To support the daily administrative functions across the business, helping to provide a proactive, responsive and engaging experience for a range of stakeholders.
- To support the adoption of FA technology systems across grassroots football.
- To contribute to the effective implementation of The FA's Safeguarding 365 Standards for County FAs.

Job Responsibilities:

General Administration

- To provide the highest level of customer excellence in responding to enquiries received by LCFA.
- To provide an efficient and reliable administrative resource to manage and respond to enquiries across multiple touchpoints both on and offline.
- To assist with the logging and reporting of incoming correspondence to inform the wider businesses of any key trends and relevant matters.
- To maintain a professional, business-like approach when representing LCFA with both internal and external stakeholders, including member clubs and leagues, ensuring the reputation of the LCFA is maintained and enhanced at all times.
- To provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, FA Events, Whole Game System, Matchday app and Full-Time).
- To execute administrative tasks as required to meet Liverpool County FA's changing priorities.

Club & League

- To support the Football Development Team with FA Event System administration and record keeping.

Discipline, Regulations & Sanctions

- To support the Discipline Officer to coordinate personal and non-personal hearings.
- To support the Discipline Officer to process all charges in accordance with FA Rules & Regulations.

Affiliation & Competitions

- To support the annual affiliation of clubs and ensure safeguarding and insurance requirements are met.
- To assist with the administration of County Cup competitions and other LCFA run competitions and events.

Referees

- To support the Referee Development Officer with the re-registration of Referees.

Education & CPD

- To support the Football Services Team and Football Development Team with pre and post Course & CPD administration.

Safeguarding

- To provide administration support to safeguarding programmes, activities, events and communications.
- To collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within disciplinary processes, County Cup competitions and representative football.
- To 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.

Qualifications:

- Proven administrative experience.
- A Level/GCSEs in Mathematics and English at Grade C or above (or equivalent).

Skills:

- Ability to work independently and as part of a team.
- Excellent organisational skills and the ability to prioritise workload effectively.
- Excellent problem-solving and decision-making skills.
- Ability to communicate effectively and in a manner appropriate to the audience.
- Commitment to delivering exceptional standards of customer service.
- Ability to use Microsoft Office effectively (Word, Excel, Power Point).
- Attention to detail and an ability to manage accurate recording and reporting of information.
- Excellent time management and prioritisation skills.

Enhanced DBS Check required? Yes

Clean, full driving license required? Yes

The successful applicant will be expected to work in accordance with the values of Liverpool County FA at all time.

Liverpool County FA Values & Behaviours

- **Teamwork**
- **Inclusivity**
- **Passion**
- **Integrity**

Job Description authorised by: **Daniel Green, Chief Executive Officer**

Date Job Description authorised: **November 2021**

Signed by job holder

(on appointment)