

FOOTBALL SERVICES OFFICER (APPOINTMENTS & MEMBERSHIP) RECRUITMENT PACK



**GREATER
MANCHESTER
FOOTBALL**



IN THIS PACK...

1 WHO ARE MANCHESTER FA?

2 ROLE DESCRIPTION

3 APPLICATION PROCESS

4 INDIVIDUAL ROLE PROFILE

5 PERSON SPECIFICATION

6 EXTRA INFORMATION

If you need any additional information or have any questions about this role you can contact **PAUL ROOTS** on **INFO@MANCHESTERFA.COM**



**GREATER
MANCHESTER
FOOTBALL**



**GREATER
MANCHESTER
FOOTBALL**

WHO ARE MANCHESTER FA?

We are the home of grassroots football in Greater Manchester and we are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation, Manchester FA is the home of grassroots football across Greater Manchester.

We are the guardian of the national game in Greater Manchester. We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our city which is steeped in football tradition and history across all levels of the game.

**"FOR A BETTER
GRASSROOTS
GAME IN GREATER
MANCHESTER"**

ROLE DESCRIPTION

FOOTBALL SERVICES OFFICER (APPOINTMENTS & MEMBERSHIP)

Commitment:

This is a full-time role with Manchester FA, 37.5 hours per week - working flexibly from both your home and office location.

What is the role?

We are looking for a dynamic, self-motivated individual with a 'can do' attitude who wants to make a positive contribution to grassroots football in Greater Manchester. The successful applicant will need to be able to demonstrate, both in their application and at interview, their ability to deliver within Manchester FA's three core values: 'Passionate, Inspiring and Professional'.

What will you do?

- To support delivery of The FA National Game Strategy and the Manchester FA Business Strategy.
- To lead on all aspects relating to Referee Appointments, Respect & support with the effective day to day running of the County FA disciplinary processes.
- 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.

Application Deadline **18 JULY 2022 - 12:00PM**

To apply, please complete the following application form, and equality and diversity monitoring form found [HERE](#)

If you need any more information or have any questions about this role you can contact **PAUL ROOTS** on **INFO@MANCHESTERFA.COM**.



**GREATER
MANCHESTER
FOOTBALL**



**GREATER
MANCHESTER
FOOTBALL**

APPLICATION PROCESS

To apply, please complete the following application form and equality and diversity monitoring form found [HERE](#).

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact Alex.West@ManchesterFA.com who can arrange for any reasonable adjustment to be made for your application.

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged at your convenience, Manchester FA will happily work around your current commitments and responsibilities.

Manchester FA is committed to equality, diversity, and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age. You can find out more about Manchester FA's commitment to EDI in our Equal Opportunities Policy [HERE](#).

Manchester FA are committed to addressing individuals from historically underrepresented groups within the game. We aim to tackle this inequality by shortlisting for interview a minimum of two applicants with ethnically diverse, disability or female characteristics that meet the essential criteria for the advertised role.

Safeguarding is at the Heart of What we do!

Manchester FA is committed to ensuring that Safeguarding within Grassroots football is at the heart of what we do. Ensuring that all our officers and volunteers involved in Manchester FA and to be successful in this role you will be required to ensure that you are committed to completing any safeguarding training that is deemed a requirement by Manchester FA or The FA. A Criminal Records Check will be completed with employment and character references requested before employment is offered.

KEY DATES

APPLICATION CLOSING DATE: 18 JULY 2022- 12:00PM

INTERVIEWS: 25 JULY

INDIVIDUAL ROLE PROFILE

FOOTBALL SERVICES OFFICER (APPOINTMENTS & MEMBERSHIP)

Manchester FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply.

Role Title	Football Services Officer (Appointments & Membership)
Reports To	Football Services Manager
Direct Reports	N/A
Role Purpose	<ul style="list-style-type: none">-To support delivery of The FA National Game Strategy and the Manchester FA Business Strategy.-To lead on all aspects relating to Referee Appointments, Respect & support with the effective day to day running of the County FA disciplinary processes.-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.
Salary Band	£19,000 - £25,000
Time commitment	37.5 Hours per week
Location	The role will involve a combination of home and office-based working and travel to various locations across Greater Manchester to meet the needs of the business. Manchester FA Office Opening Hours: 9am-5pm (Mon-Fri). Manchester FA Operating Hours: 8am-8pm (Mon-Fri) & 9am-2pm (Saturdays).

RESPONSIBILITIES

Appointments

- To administer all referee appointments within County Cup competitions ensuring each has an independent, compliant and registered match official.
- To administer all referee appointments within professional club academies ensuring each has an independent, compliant and registered match official in line with the agreed SLA policies.
- To administer all referee appointments as requested by member Clubs or Leagues
- To request and collate all club marks for referees from games taking place within County Cup competitions.
- To produce and circulate appropriate referee communications as requested.
- To liaise with Coaches/Leads of development groups on overall performance of match officials both active and administrative.
- To actively contribute to the effective running of the Referee Development Team in partnership with the Referee Development Officer.



**GREATER
MANCHESTER
FOOTBALL**

Discipline

- To support the effective running of the County FA disciplinary processes through the completion of administrative tasks including, case processing, investigations, dismissal claims and personal and non-personal hearing organisation.
- To Act as a Discipline Commission Secretary from time to time as the business requires.
- To play an active role in the Discipline Working Group as a co-opted member as required.
- To act as the 'Respect Lead', proactively championing The FA Respect Campaign across all Manchester FA members.

Safeguarding

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within male football development programmes.
- Risk-assess all Manchester FA events and activity for under-18s and where the Manchester FA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the Manchester FA youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Manchester FA and grassroots football.

Running the Game

- Support the affiliation of clubs and ensure leagues fully comply with The FA Standard Code of Rules (adult and youth) prior to sanctioning.
- 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).
- To actively seek for opportunities to improve and enhance Manchester FA's own processes and procedures.
- To utilise provided systems to 'own' all assigned customer queries, irrespective of business area from beginning to conclusion where possible with a specialism of Appointments & Football Services related matters.
- Execute tasks as required to meet the Manchester FA changing priorities.



**GREATER
MANCHESTER
FOOTBALL**

PERSON SPECIFICATION

Essential (Required to fulfil the role)

Educated to A Level or equivalent.
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 to deadlines.
Excellent IT skills, including the use of Microsoft Office applications.
Ability to work independently and as part of a team.
Excellent time management and prioritisation skills.
Excellent problem-solving and decision-making skills.
Outstanding communication and presentation skills.
Exceptional customer service.
Report-writing skills.
Ability to use data to monitor and evaluate programmes.
Influencing skills to champion change.
Problem solving skills – ability to solve multiple problems within a short timeframe
Knowledge and understanding of FA rules and regulations.
Knowledge of how the County FA operates in partnership with The FA.
Knowledge of grassroots football structures and the National League System.
Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

Desirable (Beneficial, but can be learned in role)

Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.
Capability to create multiple reports, budgets and plans.
Practised at leading investigations into allegations.
Experience gained working in a regulatory or law environment.
Experience in the conduct and management of investigations, including case file preparation.
Knowledge and understanding of The FA's National Game Strategy and how the County FA Business Plans support its delivery.
Knowledge and understanding of working with volunteers.
To be an active, registered Manchester FA Match Official

Values

**PASSIONATE
INSPIRING
PROFESSIONAL**

KEY DATES

APPLICATION CLOSING DATE: 18 JULY 2022 - 12:00PM

INTERVIEWS: 25 JULY 2022

APPLICATION FORM

FOOTBALL SERVICES OFFICER (APPOINTMENTS & MEMBERSHIP)

Please return this completed application form and completed equality monitoring form [HERE](#) to INFO@MANCHESTERFA.COM before 18 JULY 2022 12:00 PM. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, FA0 Paul Roots- Football Services Manager. National Squash Centre, Gate 13 Rowsley Street, Etihad Campus, M11 3FF

Your application can be accompanied by a CV if you wish. The decision to invite you to attend for interview will be based on the information you provide on this form. Manchester FA is an Equal Opportunities Employer.

Title	<input type="text"/>
First Name(s)	<input type="text"/>
Last Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
FA Number (if known)	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Do you hold a full current UK driving licence?

YES ☐ NO ☐

Do you have access to your own personal transport?

YES ☐ NO ☐

Do you currently have an in-date FA DBS check?

YES ☐ NO ☐

Completion of a FA DBS check will be required before starting the role.

Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974? (You do not need to declare anything that is deemed 'spent')

YES ☐ NO ☐



**GREATER
MANCHESTER
FOOTBALL**

EDUCATION & TRAINING

Please provide details of your education, qualifications, and training that you have completed or are currently undertaking.

Dates	Place of Learning	Course or Qualification	Grade

EMPLOYMENT & VOLUNTEERING

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work.

Dates	Employers Name	Job Title	Key Responsibilities / Achievements

INTERESTS, HOBBIES & LIVED EXPERIENCE

Please tell us about any interests, regular hobbies, lived experience you have that complement the skills and knowledge required in this role.

Interest / Hobby / Lived Experience	How does this support your application?

MEMBERSHIP OF PROFESSIONAL BODIES

Please list any professional bodies that you are a member.

Membership Body	Membership Type



**GREATER
MANCHESTER
FOOTBALL**

HOW I MEET THE REQUIREMENTS

FOOTBALL SERVICES OFFICER (APPOINTMENTS & MEMBERSHIP)

Please ensure you have read and fully understand the recruitment pack for this role. Please contact Alex.West@ManchesterFA.com who can arrange for reasonable adjustments to made for your application.

Please explain why you think you are well suited to meet the purpose of this role?

(Please make sure to include any specific knowledge, paid work, voluntary work, or lived experience that demonstrates your skills relevant to this role.)

Please describe your experience in project management, time management and working towards multiple deadlines?

Please describe how within the role would you support the further development of Manchester FA registered Match Officials?

Please outline how you would maintain a positive working relationship with professional and grassroots clubs & leagues, throughout the playing season to support match official coverage across all fixtures?

How do I meet the values of Manchester FA?

Manchester FA's culture and organisational structure is built on the three principle core values. Please provide evidential information and experiences of how you best demonstrate Manchester FA's three core values?



**GREATER
MANCHESTER
FOOTBALL**

ADDITIONAL INFORMATION

Manchester FA are committed to equality, diversity, and inclusion. Under the Equality Act 2010, Manchester FA are happy to complete any reasonable adjustments required by applicants with additional needs.

Please detail any adjustments you require to be made if you are invited to interview.

If your application is successful, what notice period would you have to provide your current employer?

If you were successfully appointed to the role what annual salary would be looking to obtain?

REFERENCES

Please provide details of two referees below. Personal references are accepted when no professional or academic reference is available.

	First Referee	Second Referee
Name		
Address		
Postcode		
Phone		
Email		
Relationship to You		

Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

SIGNATURE

DATE

The final date for consideration of applications is 18 JULY 2022 - 12:00PM
Either email: Info@ManchesterFA.com

Or post and address as follows:
Strictly Private & Confidential
Paul Roots Football Services Officer
National Squash Centre
Gate 13 Rowsley Street
Etihad Campus
Manchester
M11 3FF



**GREATER
MANCHESTER
FOOTBALL**