

# FOOTBALL SERVICES OFFICER (SAFEGUARDING & COMPLIANCE) RECRUITMENT PACK



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If you need any additional information or have any questions about this role you can contact [LAUREN MCCORRY](mailto:LAUREN.MCCORRY@MANCHESTERFA.COM) on [INFO@MANCHESTERFA.COM](mailto:INFO@MANCHESTERFA.COM)



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# 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 (SAFEGUARDING & COMPLIANCE)

### Commitment:

This is a part-time role with Manchester FA, 21 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 provide administration support to the Designated Safeguarding Officer (DSO). This role will encompass safeguarding compliance and safeguarding administration. The role will work in partnership with The FA, statutory agencies and other relevant organisations.
- To support delivery of The FA National Game Strategy and the Manchester FA Business Strategy.
- To provide a high level of service and support to Manchester FAs Member Clubs and Leagues.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

Application Deadline **31 AUGUST 2022**

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 **LAUREN MCCORRY** on [INFO@MANCHESTERFA.COM](mailto:INFO@MANCHESTERFA.COM).



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# 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](mailto: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: 31 AUGUST 2022**

**INTERVIEWS: TBC**

# INDIVIDUAL ROLE PROFILE

## COMPLIANCE ADMINISTRATOR

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

<b>Role Title</b>	Football Services Officer (Safeguarding & Compliance)
<b>Reports To</b>	Designated Safeguarding Officer N/A
<b>Direct Reports</b>	
<b>Role Purpose</b>	<ul style="list-style-type: none"><li>- To provide administration support to the Designated Safeguarding Officer (DSO). This role will encompass safeguarding compliance and safeguarding administration. The role will work in partnership with The FA, statutory agencies and other relevant organisations.</li><li>- To support delivery of The FA National Game Strategy and the Manchester FA Business Strategy.</li><li>- To provide a high level of service and support to Manchester FAs Member Clubs and Leagues.</li><li>- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs</li><li>- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li></ul>
<b>Salary Band</b>	£10,500 - £14,500 (Full Time Equivalent: £19,800 - £25,900)
<b>Time commitment</b>	21 Hours per week
<b>Location</b>	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

<b>Administration &amp; Communication</b>	<ul style="list-style-type: none"><li>- To work in accordance with The FA Safeguarding Operating Standards and abide by the Safeguarding Code of Conduct.</li><li>- To utilise FA IT Systems to monitor and maintain Safeguarding compliance across the grassroots volunteer network.</li><li>- To plan and deliver DBS drop in sessions</li><li>- To maintain MFA Staff and OGIM qualification training matrix and ensure the requirements are in date and valid.</li><li>- To support Manchester FA Membership ensuring clubs have met all the criteria in order to affiliate to Manchester FA</li><li>- To plan safeguarding visit schedule throughout the season</li><li>- To monitor and respond to generic Safeguarding communication as received by Manchester FA.</li><li>- To manage a diverse workload being able to prioritise work according to risk and timeframes.</li></ul>
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## Safeguarding & Compliance

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk.
- Regularly meet with the Designated Safeguarding Officer and appropriate member of staff in all matters where it is apparent that there has been abusive behaviour where the victim is under-18 or identifies as an adult at risk.
- Provide regular updates on duty of care matters to the Football Services Manager and Designated Safeguarding Officer.
- Collaborate with the Designated Safeguarding Officer to ensure the safeguarding compliance for Manchester FA members whether match officials, coaches, club or league officials.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Manchester FA and grassroots football.
- 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.

## 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 Safeguarding Compliance related matters.
- Execute tasks as required to meet the Manchester FA changing priorities.



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# PERSON SPECIFICATION

## **Essential (Required to fulfil the role)**

High level of administration and organisational skills with the ability to co-ordinate delivery  
Excellent communication skills  
Excellent IT skills including; Microsoft Outlook and Excel  
Excellent interpersonal skills  
Excellent time management skills with the ability to work under pressure and sometimes outside traditional business hours to meet deadlines  
Flexibility on hours and weekend working as required  
Capacity to handle confidential data/information sensitively  
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.  
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)**

Have attended The FA's Safeguarding Children Workshop  
Have attended The FA's Welfare Officers Workshop  
Experience of implementing policies, protocols and guidance.  
Credible knowledge with experience of grassroots football.  
Knowledge of the role of Welfare Officers in Clubs and Leagues  
An Administration Qualification  
IT Qualifications  
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.

## **Values**

**PASSIONATE  
INSPIRING  
PROFESSIONAL**

## **KEY DATES**

**APPLICATION CLOSING DATE: 31 AUGUST 2022**

**INTERVIEWS: TBC**



# APPLICATION FORM

## FOOTBALL SERVICES OFFICER (SAFEGUARDING & COMPLIANCE)

Please return this completed application form and completed equality monitoring form HERE to INFO@MANCHESTERFA.COM before 31 AUGUST2022. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, FAO Lauren McCorry- Designated Safeguarding Officer. 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



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# 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



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# HOW I MEET THE REQUIREMENTS

## FOOTBALL SERVICES OFFICER (SAFEGUARDING & COMPLIANCE)

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 be 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 detail your experience of working towards deadlines and time management?**

### **Please provide any safeguarding experience and knowledge of safeguarding in grassroots football?**

### **Please detail any previous administrative experience that you believe will support you in fulfilling the role?**

### **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?



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# 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 31 August 2022  
Either email: [Info@ManchesterFA.com](mailto:Info@ManchesterFA.com)

Or post and address as follows:  
Strictly Private & Confidential  
Lauren McCorry Designated Safeguarding Officer  
National Squash Centre  
Gate 13 Rowsley Street  
Etihad Campus  
Manchester  
M11 3FF



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