



MIDDLESEX FA
CUP WINNERS

RECRUITMENT PACK

**Investigations & Safeguarding
Support**





Who we are

Middlesex Football Association are a charitable organisation providing everyone with the opportunity to participate in football across our Boroughs which are the most densely populated and diverse in the country.

We aim to ignite positive change through the power of football. The purpose of everything we do is to unite communities, tackle inequalities, and promote health across our county. Our values are integral to everything we do. We are committed to making the grassroots game better. Through continuous connection with our local community, we will work creatively and collaboratively to enhance their experience.

We nurture the grassroots game, fostering a love for the sport that extends far beyond the pitch. By building strong relationships with our community, we will understand their needs and will develop solutions together, to ensure everyone has the chance to participate.

With unwavering dedication and a spirit of innovation, we are building a Middlesex where football flourishes, inspiring a brighter future for all.

Our Strategy

'Realising Our Potential' is our current four-year strategy which is made up of four strategies which include Commercial, Middlesex Community Football Centres, Equality, Diversity and Inclusion, and a Grassroots Strategy.

Our Purpose

Inspiring positive change through football by uniting communities, tackling inequalities and improving the health of the Middlesex Football community.

Our Values

We are Committed – We are committed to governing the game in a way that is fair and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity.

We are Creative – We are creative, always finding new ways to stay ahead and serve our football community. We learn from our experiences and focus on the future.

We are Collaborative – We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are listening to feedback and meeting their needs. We will collaborate as a team to share knowledge, provide feedback and work as a team to meet our common goal.

We are Connected – We are connected with our community, operating with a customer-focused approach that puts our participants at the heart of what we do.

For further information on Middlesex FA please visit our website and please review our Annual Report and our four-year strategy 'Realising Our Potential'.

Season Review link <https://www.middlesexfa.com/news/2024/aug/08/annual-review-2024>

Strategy link <https://www.middlesexfa.com/about/strategy-2024-28>

ROLE DESCRIPTION

INVESTIGATIONS & SAFEGUARDING SUPPORT

What is the role?

We are looking for an Investigations & Safeguarding Support to help administer the County FA's discipline and safeguarding workload in-line with the FA guidelines, rules and regulations.

As well as this, the role encompasses providing excellent customer service, including supporting use of the FA Club Portal, to drive safer practices in grassroots football.

Tackling poor behaviour and progress the games governance are key focuses in our new 2024-2028 Strategy and therefore it is important to ensure that we continue to make a positive impact in this area of work.

What will you do?

- To support deliver of The FA Grassroots Football Strategy and the Middlesex FA Business Strategy.
- To support the Middlesex FA safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance.
- To undertake regulatory and operational administrative functions of the business, assisting with the efficient running of the discipline department.
- To contribute to implementing and maintaining The FA's Safeguarding 365 Standard for County FAs and driving safer practice in grassroots football.
- 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: **Sunday 23rd February 2025**

To apply, please submit your full curriculum vitae detailing career and achievements, as well as a covering letter addressing the role description and person specifications by clicking [HERE](#).

If you need any more information or have any questions about this role, please contact management@middlesexfa.com.



APPLICATION PROCESS

To apply, please submit your full curriculum vitae detailing career and achievements, as well as a covering letter addressing how you meet the role description and person specifications by clicking [HERE](#).

Please make sure to review the recruitment pack in full before completing your application. If for any reason you are unable to access or complete the application, please contact management@middlesexfa.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 this role. The interview will be arranged at your convenience, Middlesex FA will happily work around your current commitments and responsibilities.

Middlesex 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.

KEY DATES

APPLICATION CLOSING DATE: Sunday 23rd February 2025

INTERVIEW DATE: Wednesday 12th March 2025



INDIVIDUAL ROLE PROFILE

INVESTIGATIONS & SAFEGUARDING SUPPORT

Role Title: Investigations & Safeguarding Support

Reports to: Safeguarding & EDI Lead

Direct Reports: N/A

Role Purpose: To support delivery of The FA Grassroots Football Strategy and the Middlesex FA Business Strategy.

To support the Middlesex FA safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance.

To undertake regulatory and operational administrative functions of the business, assisting with the efficient running of the discipline department.

To contribute to implementing and maintaining The FA's Safeguarding 365 Standard for County FAs and driving safer practice in grassroots football.

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.

Starting Salary: £22,500 per annum

Working Hours: 35 hours per week. Flexible working hours between 8:00am – 6:00pm.

Contract Type: Fixed term until 30th June 2028

Location: Office/home based (Middlesex FA HQ, UB5 5FA) with regular travel across the county.

RESPONSIBILITIES

- Ensure all disciplinary cases are handled fairly, transparently and in compliance with FA regulations.
- Communicate governance and regulation services that meet the needs of customers.
- Raise appropriate misconduct charges for breaches of FA rules and regulations within relevant timescales.
- Arrange personal and non-personal hearings and act as the secretary to commissions.
- Ensure that the Middlesex FA is operating at a minimum to The FA's 'Player and Club Guide to Hearings'.
- Support the local disciplinary panel and any training requirements.
- Support club and league secretaries with the discipline process and providing updates where necessary.
- Provide regular updates on disciplinary matters to the Investigations & Behaviours Officer.
- Collaborate with Safeguarding Lead in matters involving under18s and adults at risk in the disciplinary process.
- Ensure all under-18s involved in disciplinary cases are provided with age-appropriate support.
- Support the tracking and ongoing compliance with The FA's Safeguarding 365 Standard for County FAs measures, policies and procedures.
- Record all safeguarding concerns on The FA's Safeguarding Case Management system and ensure all data is securely retained in accordance with FA regulations, policies and data protection legislation.
- Manage all safeguarding poor practice concerns and complaints referred to the Middlesex FA, with a focus on timeliness and outcomes and in line with FA policy, regulations and guidance.
- Use FA IT systems to monitor safeguarding compliance across the grassroots volunteer network to manage risk and assist in strategic planning.
- Utilise insight and data to inform all compliance activity and take appropriate activity to address non-compliance.
- Maintain strong links with key FA staff and attend national FA safeguarding events and CPD courses to ensure knowledge and skills are maintained and updated.
- Co-ordinate safeguarding visits, spot checks/audits on clubs throughout the season to ensure they are compliant with the records they have submitted to the Middlesex FA and to check on the culture and safeguarding practice.
- Support the co-ordination and delivery of CPD events for Club and League Welfare Officers.
- Ensure that any individual helping with any Middlesex FA event involving children and adults at risk is suitably DBS-checked, trained and understands their responsibilities at the event.

- Provide the highest level of customer excellence to support volunteers across all FA Technology systems.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Middlesex FA and grassroots football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within work programmes.
- Execute tasks as required to meet the Middlesex FA changing priorities.

PERSON SPECIFICATION

Essential (Required to fulfil the role)

- Educated to A Level or equivalent.
- A child-centred approach and the ability to maintain this perspective and apply common sense.
- Clarity about what constitutes poor practice and abuse and how to manage cases effectively.
- Capacity to handle confidential data/information sensitively.
- Exceptional customer service.
- Outstanding communication and presentation skills.
- Excellent IT skills including the use of Microsoft Office.
- Ability to work independently and as part of a team
- Excellent time management and prioritisation skills.
- Excellent problem-solving and decision- making skills.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Report-writing skills.
- Ability to use data to monitor and evaluate projects.
- Influencing skills to champion change.
- Knowledge and understanding of FA rules and regulations.
- Knowledge of current safeguarding legislation, policy and practice relating to children and adults at risk.
- 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.

Desirable (Beneficial, but can be learned in role)

- Two years' sports development experience.
- Safeguarding qualification and/or relevant experience in a child protection, safeguarding, or welfare role.
- Practised at developing networks and relationships with stakeholders to support the delivery of strategic priorities.
- Experience of interviewing children and or adults in relation to allegations.
- Knowledge of The FA Rules and Regulations, FA systems and grassroots football infrastructure.
- Experience of Safeguarding in Sport.
- Working knowledge of current FA systems.
- Experience in the conduct and management of investigations, including case file preparation.
- Knowledge and understanding of The FA's Grassroots Football Strategy and how the County FA Business Plans support its delivery.
- Knowledge of The FA's Safeguarding 365 Standard for County FAs.
- Knowledge and understanding of working with volunteers.

KEY DATES

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WHY WORK FOR MIDDLESEX FA?

CYCLEScheme

Staff can purchase commuter bikes and cycling accessories which is taken before tax as a salary sacrifice and paid back to MFA over a 12 month period.

BIRTHDAY

We give you your birthday off! If it falls on a Saturday or Sunday, you will be given the Friday or Monday.

ADDITIONAL DAYS

We choose to close the office and give you time off at Christmas but reviewed yearly. We give you two volunteering days a year (to take place in Middlesex).

STAFF SOCIALS

Our team training days always contain social activity.

TRAINING

We offer financial and professional support for education and training (linked to your role) but supportive of your own personal development.

ACCESS TO FA TICKETS

Staff Members have the opportunity to purchase tickets, allocated to County FAs, for England internationals and the FA Cup Final.

FLEXIBLE AND AGILE WORKING

We offer flexible working, giving you the opportunity to work from home, remotely and to manage your own time around your personal life and family.

STAFF DISCOUNT

Staff can purchase goods from Rectory Park at a discount.

