



Job Description and Person Specification

Job title	Football Services Officer (Discipline)
Reports to	Head of Football Services

Job purpose(s)	
<ul style="list-style-type: none"> To undertake regulatory and operational administrative functions of the business. To support delivery of The FA National Game Strategy and the Middlesex FA Business Strategy. To assist in the efficient running of the Football Services department. To support the efficient running of the disciplinary department. 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	Office based (Middlesex FA HQ, UB5 5FA) with some travel across the county.
Working hours	35 hours per week. Flexible working hours between 8:00am – 6:00pm with a requirement of 2 days in the office per week. Some evening and weekend work will be required.
Contract type	Permanent
Starting salary	£25,000 per annum

Responsibilities	
<ul style="list-style-type: none"> Responsible for administering and issuing all cautions and sending offs within the relevant timescales. Investigate all reports of misconduct in line with FA Rules and Regulations. Responsible for dealing with discipline queries in conjunction with Head of Football Services. Provide updates on disciplinary matters to the Head of Football Services. Provide advice and support to leagues, referees and clubs dealing with discipline. Assist with arranging discipline commissions for personal hearings and appeals. Act as secretary on personal hearings. Support in dealing with reports of discrimination. Lead the development of the Whole Game System across the county; ensuring leagues, clubs, referees and player understand the full functionality and how it can support them. Contribute to ensuring that safeguarding and equality are embedded throughout the Middlesex FA and grassroots football. Support the renewal process for the sanction of leagues, affiliation of clubs and registration of referees. 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). Support the roll out of all new FA IT systems. Support the implementation and communication of new structures, rules and regulations to stakeholders. Provide support to the Head of Football Services when required to do so. 	



- Execute tasks as required to meet the Middlesex FA changing priorities.

Person specification

Qualifications

Essential

- Educated to A Level or equivalent.

Desirable

- Two years' sports administration or development experience.

Skills and Experience

Essential

- Experience in an administration role.
- Proficient in data management and interpretation.
- Proficient in the use of online systems.
- Possess a dynamic, progressive attitude towards innovative practice and processes.
- An ability to engage with both the paid and volunteer workforce.
- A working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice.
- 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.

Desirable

- Knowledge of grassroots football infrastructure.
- Knowledge of The FA Rules and Regulations.
- Experience of conducting investigations.
- Experience of influencing volunteers.
- Knowledge of FA systems.
- Experience of Safeguarding in Sport.

Enhanced DBS Check required

YES

Clean, full driving licence?

YES

The job holder will be expected to understand and work in accordance with the values and behaviours described below

FA value

Behaviours

COMMITTED

We are committed to doing the right thing. Governing the game in a way that's fair to all 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.



CREATIVE	We are creative. Adopting creative solutions to ensure we stay ahead of the game and meet the needs of our football community. We will focus on the future and learn from the past.
COLLABORATIVE	We are collaborative. We will engage with local and national partners to offer benefits to our football community. We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are meeting their needs and listening to their feedback. We will collaborate with each other to share knowledge, provide feedback and work as a team to meet our common goal.
CONNECTED	To be connected. We are connected to the community we serve, implementing a customer-focused approach that puts the participant at the heart of what we do.

Benefits of working at Middlesex FA	
<ul style="list-style-type: none"> • Flexible working, combining office and home locations to suit your needs and the business • Workplace pension scheme • A day off on your birthday • Access to the cycle to work scheme • Free Nike Staff Uniform every year • Employee Assistance Programme • Customer Service Awards • Access to FA Cup Final Tickets and England Tickets at Wembley • Opportunity to be part of the Health and Wellbeing Group (This group supports all staff on a range of topics such as fundraising for our Charity Partner, Health and Fitness, Wellbeing Workshops, Staff Socials and much more) • 2 Volunteering days a year (to take place in Middlesex) • Personal Development Budgets • Professional Development Plan • 20 days annual leave as standard • Additional Days leave after 5 years' service • 15% Staff Discount at Rectory Park 	

Job description reviewed and modified by:	Kayleigh Saunders, Head of Football Services
Date job description reviewed and modified:	04/07/2022
Job description authorised by:	Leigh O'Connor

How to apply	Submit your CV and Cover Letter on the link below. https://middlesexfa.peoplehr.net/Pages/JobBoard/Opening.aspx?v=1603126d-c164-47f7-b7ef-8dd8a455fbd3
Deadline for applications:	4 th August 2022
Interview Date:	12 th or 15 th August 2022

Signed by job holder (on appointment):	
Date signed:	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.