

Norfolk County Football Association Ltd



10 May 2019

Dear Applicant

RE: Football Services Apprentice

Thank you for expressing an interest in the aforementioned role. Please find enclosed an Application Pack including the Job Description and Person Specifications.

If you feel you demonstrate the necessary skills and attributes required to fulfil the criteria for the role I would welcome your application.

Should you wish to apply, please ensure your completed application reaches the County Headquarters no later than **5pm on Friday 31 May 2019.**

Please mark the envelope 'Private and Confidential' and for the attention of Val Lemmon.

Interviews for the position will take place on Thursday 13 June 2019.

Those candidates selected for interview will be notified via email by Thursday 6 June. Should you not receive any correspondence from us by this date this means that unfortunately you have not been selected for interview.

Please be advised that no alternative dates are currently being offered for interview so it will be necessary to ensure your availability for the above date.

I look forward to receiving your completed application.

Yours faithfully

Gavin Lemmon
Chief Executive

Norfolk County FA

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PLAY COACH VOLUNTEER REFEREE CHOOSE YOUR ROLE #NORFOLKFOOTBALL



JOB DESCRIPTION

Title:	Football Services Apprentice
Hours:	37.5 hours per week
	Default
	Monday – Friday 9am to 5pm
	The role will also require occasional evening and weekend working
Working Location:	Norfolk County FA Headquarters, 11 Meridian Way, Thorpe St Andrew, Norwich, NR7 0TA
Line Manager:	Football Services Officer (Regulations)
Responsible to:	Football Services Manager
Salary Scale:	£8,000 per annum (Year 1)
Apprenticeship Education Programme:	Level 3 (or above) Advanced Apprenticeship Qualification in a subject to be agreed with the successful applicant.
Purpose of post:	To support the administration functions of the Football Services team, as per the #NorfolkFootball ForALL Strategy, ensuring that a professional service is provided at all times and that all relevant League, Norfolk FA and FA Rules and Regulations are complied with.

Specific Duties:

- Undertake the general administration of the Norfolk FA County Cup competitions
- Undertake the general administration of the Norfolk Schools FA County Cup competitions
- Support the Regulatory Services team with regards to dealing with breaches of Rules
- Support other regular administrative tasks within the team, including but not limited to:
 - Daily reconciliations
 - Inputting of monies
 - Arranging Hearings and Appeals
 - Referee administration
 - Processing of suspensions
 - Safeguarding compliance
- Support the Football Services Team with regards to the general running of grassroots football in Norfolk.
- Assist the Team based at County HQ with the delivery of key strategic priorities from **#NorfolkFootball ForALL** Strategy

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Knowledge, Experience & Skills

Essential:

- Experience of using Microsoft Office including Outlook, Word, Excel & Powerpoint
- Excellent customer service and communication skills
- Sound organisational, administrative and planning skills
- Ability to work as part of a team and also to demonstrate the use of individual initiative

Desirable:

- GCSE Grade C or above in English & Mathematics
- Evidence of problem solving
- Knowledge of the County FA's #NorfolkFootball ForALL Strategy
- Knowledge of the structures and organisations within football both Nationally and within the Norfolk County FA locality
- Knowledge of the County FA's DNA
- Driving licence

Behaviours:

- Hard working
- Team player
- Creative
- Flexible attitude to work
- Fairness, equality and inclusion
- Ability to prioritise
- Working to strict deadlines
- Sense of Humour
- Transparent
- Innovative
- Good listener
- Problem Solver

Relevant Legislation and Company Requirements

Ensure all duties are carried out with regard to relevant legislation, policies and procedures including:

- Norfolk County FA's Health and Safety Policy
- Norfolk County FA's Equal Opportunities Policy
- Norfolk County FA Anti-Bribery and Corruption Policy
- Norfolk County FA's Equality Policy
- Undertake such other relevant duties as may from time to time be determined by the Norfolk County FA

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Key External Relationships

- Local Clubs / Leagues
- Relevant staff at The FA

Key Internal Relationships

- Chief Executive
- The Board of Directors
- Football Services Manager
- Football Services Team
- Other County FA staff

Safeguarding Children and Adults

As this role involves a responsibility to ensure Safeguarding is embedded across the Association, each staff member is required to undertake a Safeguarding Children Briefing and sign a Safeguarding Code of Conduct. Each staff member is required to complete an FA Safeguarding Children Workshop, online FA Safeguarding for Committee Members and online FA Adults at Risk Training.

Transport

The successful applicant will be required to have access to transport

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive.

The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.

Norfolk County FA is committed to equality of opportunity and welcomes applications from all sections of the community.

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