

Norfolk County Football Association Ltd

May 2018

Dear Applicant

RE: Football Services Officer (Leagues & Registrations) Vacancy

Thank you for expressing an interest in the aforementioned vacancy. Please find enclosed an application pack, including job description and person specification.

If you feel you can 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 that your fully completed application reaches the County Headquarters no later than 1pm on Friday 15 June 2018.

Please mark the envelope 'Private and Confidential', for my attention.

Interviews for the position will be taking place on Friday 22 June 2018.

Those candidates selected for interview will be notified, in writing, ideally via email, on or before Monday 18 June. Should you not receive any correspondence from us by Tuesday 19 June 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 form.

Yours sincerely



Matt Carpenter
Football Services Manager

Norfolk County FA

theFDC

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PLAY COACH VOLUNTEER REFEREE CHOOSE YOUR ROLE #NORFOLKFOOTBALL



FOR ALL

**Norfolk County Football Association Application Form
Football Services Officer (Leagues & Registrations)**

Surname		
First Name		
Address		
Postcode		
Date of Birth (optional)		
Home Telephone Number		
Mobile Telephone Number		
Email Address		
Twitter Handle (optional)		
Do you suffer from any ongoing health difficulties? Please delete accordingly	YES / NO	
If YES, please give details		
If appointed what period of notice are you required to give your current employers?		
Please indicate your current salary		
Please give the names and addresses of two referees who can be contacted (only in the event of your being offered the position). Please state in what capacity they are known to you (i.e. Personal or employer, etc)		

I certify that to the best of my knowledge, the above details are correct and understand that any offer of employment would be subject to satisfactory references. I also consent to Norfolk County Football Association making verification checks as appropriate (following the interview process).

Name _____ Signed _____ Date _____

Please return this form together with your CV and a covering letter stating why you are applying for this position.

**The closing date for applications is 1pm, Friday 15 June 2018
Interview date – Friday 22 June 2018**

All applications submitted will be treated confidentially, please return your application marked 'Private and Confidential' to: Matt Carpenter, Norfolk County FA, 11 Meridian Way, Thorpe St Andrew, Norwich, NR7 0TA

Job Description

Football Services Officer (Leagues & Registrations)

Title: Football Services Officer (Leagues & Registrations)

Salary: £15,500 - £17,500

Hours: 37.5 hours per week

Main Working Pattern: These will include, but not be limited to:

Mid May to Mid August

Monday: 09:00 – 17:00

Tuesday: 09:00 – 17:00

Wednesday: 09:00 – 17:00

Thursday: 09:00 – 17:00

Friday: 09:00 – 17:00

Saturday: OFF

Sunday: OFF

Mid August to Mid May

Monday: 09:00 – 17:00

Tuesday: 09:00 – 17:00

Wednesday: 09:00 – 17:00

Thursday: OFF

Friday: 09:00 – 17:00

Saturday: 08:30 – 12:00

Sunday: OFF

Plus 4 flexible hours per week

Location: Based at Norfolk County FA Headquarters

Line Manager: Football Services Manager

Responsible to: Chief Executive

Purpose of post: 1) Administer the Central Player Registrations System on behalf of the Association.

2) Oversee the Regulations and Standard Code of Rules in relation to all our sanctioned leagues.

Both of these key responsibilities will link into the set objectives within our latest Strategy #NorfolkFootballForALL.

SPECIFIC DUTIES

Central Player Registrations

Lead the Central Player Registration process, including working closely with the Football Services Officer (Registrations), ensuring that all submitted Player Registrations are input onto our Administration System in line with our Membership Rules, whilst following the relevant Business Rules ensuring the agreed processes are undertaken on a daily and weekly basis. This process will include daily printing, checking, inputting, filing, query resolution and transferring players.

Your role will also include overseeing the online registration process which will include checking and accepting registrations, as well as providing appropriate support for all online clubs and leagues on a daily basis.

Identify and deal with any queries which may relate to dual signing, disciplinary or any potential welfare issues in a timely manner.

Produce weekly, monthly and quarterly reporting as required to ensure we are able to analyse the statistical information to help regulate, sustain and grow the adult and youth game.

Sanctioned Leagues Regulatory Programme

Oversee our countywide league support programme, offering advice, guidance and regulatory requirements to every league. This includes ensuring all leagues have been sanctioned correctly prior to the start of the season and providing the relevant assistance as and when required.

Work closely with individual leagues, ensuring the Norfolk FA or FA's Standard Code of Rules are adopted and adhered to.

Work with leagues to ensure all AGM documentation is prepared, checked and distributed in line with the relevant league rules. Organise Norfolk FA staff to attend all league AGMs.

Attend, if and when required, League Management Committee Meetings during the year.

Club Support

Provide support to Club Secretaries by telephone, correspondence and email in relation to any potential queries they may have with regards to league regulations or player registrations. Oversee and administer all Rule 16 & League Appeals and answer queries in relation to club finance, payment queries, suspensions and other matters.

Small Sided/Summer Tournaments & One off fixtures

Oversee the affiliation process for all Small Sided/Summer Tournaments and One off fixtures. Ensure the necessary paperwork is distributed prior to each scheduled competition. Once returned (with payment), input onto our administration system and display on the Norfolk FA website. Ensure regular social media posts are sent in relation to these competitions.

Annual Club Affiliations

In May, June and July work with other members of the Football Services department in checking and assisting individuals with the completion of the online club affiliation process.

General Administrative Support

Provide full administration support and cover for the department to enable the delivery of the Norfolk County FA Strategy, dealing with telephone enquiries and daily visitors to the County Headquarters and providing any other support required, including, but not limited to, County Cup Finals and general support to Clubs, Leagues and Players.

Relevant Legislation and Company Requirements

Carry out all duties with regard to relevant legislation, policies and procedures including:

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

Key Internal Relationships

- Football Services Manager
- Football Services Officer (Registrations)
- Finance Officer
- Other County FA Staff
- County FA Senior Managers
- Norfolk County FA Council & Directors

Key External Relationships

- Club Secretaries
- Club Registration Officers
- League Secretaries
- League Registration Officers
- Players
- The FA Group

Person Specification (Key skills and experience required): Essential

- Knowledge of grassroots football structures and football administration
- Sound organisation and planning skills
- Evidence of influencing skills/negotiating skills
- Ability to work as part of a team and also to demonstrate the use of individual initiative
- Excellent interpersonal, communication, presentation and negotiation skills
- IT literate
- Monitoring, evaluation and reporting
- Significant experience of using Microsoft Office including Word, Excel & PowerPoint

Person Specification (Key skills and experience required): Desirable

- Excellent communication & customer service skills
- Evidence of innovation and problem solving
- A full driving licence

Behaviours required: Essential

- Ability to manage own time and act on own initiative as well as ability contribute to a team environment
- Ability to prioritise and work to deadlines
- Flexible attitude to work
- Commitment and understanding of sports equity principles and equal opportunities
- Willingness to work unsocial hours, including evenings, weekends and occasional overnight stays (as and when required)
- Problem solving

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

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

