

Norfolk County Football Association Ltd



4 April 2019

Dear Applicant

RE: Football Services Officer (Registrations)

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 26 April 2019.**

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

Interviews for the position will take place on Wednesday 8 May 2019.

Those candidates selected for interview will be notified via email by Wednesday 1 May. 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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FOR ALL

PLAY COACH VOLUNTEER REFEREE CHOOSE YOUR ROLE #NORFOLKFOOTBALL

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JOB DESCRIPTION

Title:	Football Services Officer (Registrations)
Hours:	20-25 hours per week Over 4 or 5 days to best suit the successful applicant
Working Location:	Norfolk County FA Headquarters, 11 Meridian Way, Thorpe St Andrew, Norwich, NR7 0TA
Line Manager:	Football Services Manager
Responsible to:	Chief Executive
Salary Scale:	£8,580 - £10,725
Purpose of post:	To support the administration of the Norfolk FA Central Player Registration process 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:

- Support the general administration of our Adult and Youth Player Registration System
- Provide front line telephone and email support for Clubs and Leagues regarding player registration questions and queries
- Assist with the provision of Player Registration training to Clubs and Leagues
- Assist with the production of regular statistical reports to enable us to track participation trends and data relating to registered players
- Support the sanctioning of small sided tournaments and one off matches
- Assist the Team based at County HQ with the delivery of key strategic priorities from #NorfolkFootball ForALL Strategy

Knowledge, Experience & Skills

Essential:

- Excellent IT skills (Outlook, Word, Excel, PowerPoint, etc.)
- Excellent customer service and communication skills
- Sound organisational and planning skills
- Ability to work as part of a team and also to demonstrate the use of individual initiative
- Demonstrates a working understanding of inclusion, equality, diversity and anti-discrimination, safeguarding and best practice
- Driving licence

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Desirable:

- Experience of monitoring, evaluating and reporting
- 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

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

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

FA DBS Check & Safeguarding Children

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.

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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.

