



# NORTHANTS FOOTBALL



**JOIN THE TEAM**  
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Football Operations Officer (Discipline)



## Northamptonshire County Football Association

### Discipline Officer

<b>Role:</b>	Discipline Officer
<b>Contract:</b>	Permanent
<b>Hours per week:</b>	35 hours
<b>Salary:</b>	£20,415 - £22,508
<b>Base:</b>	Northamptonshire FA HQ, 9 Duncan Close, Moulton Park, Red House Square, NN3 6WL
<b>Additional benefits:</b>	<ul style="list-style-type: none"><li>- Nike kit</li><li>- Death in Service insurance</li><li>- Employee Pension Scheme</li><li>- Time off In Lieu Policy</li><li>- Working from Home Policy</li><li>- Flexible Working Policy</li></ul>

We are excited to offer a unique opportunity to join our team and make a real impact in grassroots football as our new Discipline Officer.

The job role holder will join a dynamic football operations team responsible for improving consistency of core discipline processes, reducing administrative workloads and complexity of workflows & providing a credible regulatory service to grassroots football.

The successful candidate will have a sound understanding and practical application of the FA Disciplinary Rules & Regulations and have a proven track record of operating successfully within a regulatory environment.

This fantastic opportunity reports into the Football Operations Lead and offers the right candidate the chance to improve the disciplinary workflows at the County FA, improving the experience for tens of thousands of players, coaches, match official, volunteers & spectators.

You must be able to work under pressure, handle multiple priorities and meet imposed deadlines. You will also have experience of establishing and ensuring compliance with processes.

For further information on the role, please speak with Luke Scott (Football Development Manager):

Email: [luke.scott@northamptonshirefa.com](mailto:luke.scott@northamptonshirefa.com)

Phone: 01604 670741

### How to apply

To apply for this position, please complete & return the [online application form](#)

**Closing date:** 17:00 on Friday 8<sup>th</sup> July 2022 - *Applications received after this time will only be considered in exceptional circumstances.*

**Interviews:** Week commencing 11<sup>th</sup> July 2022



## Equality & Diversity

As an equal opportunity's employer, Northamptonshire FA value diversity and welcome applicants from all backgrounds. To ensure our recruitment processes are non-discriminatory and that we maintain a diverse workforce profile, we ask applicants to complete a [Diversity Monitoring Form](#) to enable us to collate anonymised data, which helps us to monitor the diversity profile of all our job applicants.

## Safeguarding Children, Young People & Adults at Risk

The CFA is committed to safeguarding children, young people and adults at risk. All eligible roles are subject to a DBS check.

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If you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would be interested in your application.

## Job Description & Person Specification

<b>Job title</b>	Football Operations Officer (Discipline)
<b>Reports to</b>	Football Operations Lead

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To support delivery of The FA Grassroots Football Strategy and the Northamptonshire Football Association Business Strategy.</li> <li>To lead on all aspects relating to discipline.</li> <li>To assist in the efficient running of the Football Operations department.</li> <li>To contribute to the effective implementation of The FA's Safeguarding 365 for County FAs.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> <li>To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li> </ul>	
<b>Direct reports</b>	None

<b>Location</b>	Northants FA, 9 Duncan Close, Red House Square, Moulton Park, NN3 6WL
<b>Working hours</b>	35 hours per week
<b>Contract type</b>	Permanent

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>Ensure all disciplinary cases are handled fairly, transparently and in compliance with FA regulations.</li> <li>Communicate governance and regulation services that meet the needs of customers.</li> <li>Raise appropriate misconduct charges for breaches of FA rules and regulations within relevant timescales.</li> <li>Arrange personal and non-personal hearings and act as the secretary to commissions when required.</li> <li>Ensure that the Northamptonshire FA is operating at a minimum to The FA's 'Player and Club Guide to Personal Hearings'.</li> <li>Ensure the Northamptonshire FA meet the targets and timings of all cases for the National Serious Case Panel.</li> <li>Support the local disciplinary panel and any training requirements.</li> <li>Deal with all reports of discrimination and ensure all panel members maintain their training requirements to remain qualified.</li> <li>Support club and league secretaries with the discipline process and providing updates where necessary.</li> <li>Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk in the disciplinary process.</li> <li>Ensure all under-18s involved in disciplinary cases are provided with age-appropriate support.</li> <li>Act on feedback from those involved in the disciplinary process, including any specific issues highlighted by under-18s and adults at risk.</li> <li>Regularly meet with the Designated Safeguarding Officer and Referee Development Officer/Referee Lead in all matters where it is apparent that there has been abusive behaviour involving under-18 players and/or where the referee is under-18 or identifies as an adult at risk.</li> <li>Provide regular updates on disciplinary matters to the Football Operations Lead.</li> <li>Support with appeals and complaints in conjunction with the Football Operations Lead/General Manager where necessary.</li> <li>Support the affiliation of clubs and ensure leagues fully comply with The FA Standard Code of Rules (adult and youth) prior to sanctioning.</li> </ul>	

- Collaborate with the Designated Safeguarding Officer to ensure the affiliation, sanctioning and registration processes are managed effectively and safeguarding requirements are met by clubs, leagues, coaches and 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).
- Contribute to ensuring that safeguarding and equality are embedded throughout the Northamptonshire FA and grassroots football.
- Execute tasks as required to meet the Northamptonshire FA's changing priorities.

## Person specification

### Qualifications

#### Essential

- Educated to A Level or equivalent.

#### Desirable

### Skills

#### Essential

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- 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.
- Budget management skills.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

#### Desirable

- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.
- Capability to create multiple reports, budgets and plans.

### Knowledge and experience

<b>Essential</b> <ul style="list-style-type: none"> <li>• Knowledge and understanding of FA rules and regulations.</li> <li>• Knowledge of how the County FA operates in partnership with The FA.</li> <li>• Knowledge of grassroots football structures and the National League System.</li> <li>• Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</li> <li>• Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Experience gained working in a regulatory or law environment.</li> <li>• Experience in the conduct and management of investigations, including case file preparation.</li> <li>• Knowledge and understanding of The FA's Grassroots Football Strategy and how the County FA Business Plans support its delivery.</li> <li>• Knowledge and understanding of working with volunteers.</li> </ul>
<b>Enhanced DBS Check required?</b>	Yes
<b>Clean, full driving licence?</b>	Yes

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
FA value	Behaviours
PROGRESSIVE	<b>Embraces new thinking in pursuit of continuous improvement:</b> <ul style="list-style-type: none"> <li>• Identifies the need for, and actions change in direction, practice, policy or procedure.</li> <li>• Questions the way things are done and takes informed risks.</li> <li>• Continuously seeks to improve efficiency and performance.</li> </ul>
RESPECTFUL	<b>Sets the standards for respectful behaviour across the game:</b> <ul style="list-style-type: none"> <li>• Maintains people's self-esteem when interacting with them.</li> <li>• Avoids pre-judgement when listening to suggestions from others.</li> <li>• Seizes the opportunity to apply FA standards at all times.</li> </ul>
INCLUSIVE	<b>Champions and ensures that football is, and will remain, a game for everyone:</b> <ul style="list-style-type: none"> <li>• Openly collaborates with colleagues and partners in the game</li> <li>• Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>• Seeks out and embraces new ways of thinking and working.</li> </ul>
DETERMINED	<b>Tenacious and accountable. Serving the whole game and doing the right thing:</b> <ul style="list-style-type: none"> <li>• Works relentlessly to overcome roadblocks or obstacles to achieve the goal.</li> <li>• Remains focused on seeing agreed goals through to completion taking pride in their work.</li> <li>• Maintains motivation for their team and themselves.</li> </ul>
EXCELLENT	<b>The very best outcome achieved by sustained excellence in performance:</b> <ul style="list-style-type: none"> <li>• Seeks to achieve the highest levels of performance at all times.</li> <li>• Can be persistent to achieve a standard that others consider impossible.</li> <li>• Challenges others to go further and achieve more.</li> </ul>

<b>Job description reviewed and modified by:</b>	Luke Scott – Football Development Manager
<b>Date job description reviewed and modified:</b>	15/06/2022



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<b>Job description authorised by:</b>	Christian Smith – 16/06/2022
<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	

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



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