



NORTHANTS FOOTBALL



JOIN THE TEAM
RECRUITMENT PACK

Compliance Officer

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INTRODUCTION FROM THE CEO



As we edge closer to a new four-year strategic cycle, we can look forward to an exciting and prosperous future for our County FA. With the desire to create fun, inclusive, and safe football opportunities for all at our very heart, we are looking for someone to help us develop our next strategy.

We pride ourselves on the positive reputation gained in relation to safeguarding, having successfully met all NSPCC assessment measures for a second consecutive year. We have carefully and successfully managed a budget that allows us to keep costs to all participants at a minimum, and a staff team are now more or less back to full strength following the impact of the pandemic.

A renewed transparency and consistency have enabled Leagues and Clubs to gain confidence in the organisation, with a greater number of volunteers able to identify the contributions of the Association to the wider football community. Likewise, we are positively pursuing compliance with The FA's Code of Governance for County FAs.

We strive for excellence by bringing the NFA Board, Council and Staff together to support those who make the game happen in Northamptonshire. We aim to provide a framework of equal opportunity, allowing everyone to enjoy our beautiful game in a fun, safe and welcoming environment.

To that end, we are looking to strengthen our team by adding an experienced, committed, and enthusiastic Compliance Officer to our staff to help support the Association in achieving this important standard.

We look forward to hearing from you...

Kirsty Clarke
CEO



ABOUT NORTANTS FA

Northants FA is the local governing body for football covering Northamptonshire. Our role is simple; To Protect, Promote & Progress an individual's journey in football by inspiring a lifelong relationship with the Game. Football has the power to change lives and connect people, and this is why we do what we do.

Since 1895, Northants FA have been governing the game locally, working with our member clubs and leagues to ensure that the game is played with integrity and passion. Over the years, the role that Northants FA plays in football has changed significantly and we now look after over **27,000** players across **1,600** teams, engaging with thousands of coaches, referees, supporters, club and league officials and parents.

The County FA is responsible for everyone's journey in football, and our role is to keep opening opportunities and breaking down barriers so that more people can enjoy this beautiful game.

Our staff team provides expert advice and support to our members in various development, safeguarding, and governance fields.

Our Board of Directors, composed of dedicated and skilled individuals with a passion for making a difference, provide support and advice to the executive team with expertise in:

- Safeguarding
- Finance
- Grassroots Football Inclusion
- Human Resource

We hope to complement this strong group further with additional, wider expertise.

Our ambition for improving the game and people's lives drives our strategy and work.



OUR STRATEGY

In July 2021 we updated our strategic goals with a new 3-year strategic plan. As we now begin to look beyond 2024 and into a new FA development cycle, we can reflect on a successful two years...

With each passing season comes renewed optimism for our communities and our sport after some very dark days. Significant changes have been made within the business in recent years to enable us to look ahead confidently. From a versatile, highly qualified and diverse Board of Directors to a streamlined but focused team of staff, we continue to embrace the principles of safeguarding, good governance, equality, inclusion and financial stability to ensure the next chapter in the Association's illustrious history is protected and enhanced in the years ahead.

NFA Vision – We want every stakeholder in the County game to "Feel Good About Football"

NFA Values – We Care, we are Visible, we are Inclusive, we are Fair & Transparent, and we "Make a Positive Difference"

NFA Mission – We will connect with our community to Protect, Promote and Progress the game



STRATEGIC GOALS

Our strategic goals can be summarised into 3 areas - **protect**, **promote** and **progress**

By June 2024 Northamptonshire FA will:

- Be fully compliant with FA Safeguarding Standards
- Actively working towards compliance of The FA's Code of Governance for County FAs'
- Be financially secure, adopting all FA Finance Standards
- Have attained as a minimum, the Equality Standard for Sport Preliminary Level
- Have a diverse and inclusive offer for any players new to the game
- Have the health and welfare of its staff, volunteers and stakeholders at the very heart of its work
- Provide a 'game for life' for everyone who plays football in the county
- Ensure all players, coaches and referees have the opportunity to fulfil their individual potential
- Be visible to the wider community, with our work and ambitions clearly understood by all stakeholders
- Attain and exceed all FA Key Performance Indicators
- Put fun back into the game for all stakeholders across the County following many years of discontent and mis-trust



THE OPPORTUNITY & ROLE PURPOSE

THE OPPORTUNITY

We're looking for an exceptional Compliance Officer to join our team and help drive compliance of the grassroots game in Northamptonshire and areas of Peterborough. The successful candidate will have strategic oversight of the compliance and regulatory factors involved in football.

In this role, you will work closely with key stakeholders to identify and mitigate risks and develop, implement, and monitor compliance with internal policies and external requirements. If you are a dedicated and driven professional passionate about upholding ethical standards and fostering a culture of compliance, we encourage you to apply for this exciting opportunity.

WORKING HOURS

25 hours per week (will include some evenings and weekends with advanced notice)

SALARY

£21,500 FTE per annum

£14,743 Actual per annum

ROLE PURPOSE

- To support delivery of the County FA's Business Strategy and The FA Grassroots Football Strategy.
- To support the Senior Management Team in overseeing the operational administration of the County FA.
- Ensuring records for our workforce (staff, board & council) and affiliated teams are updated and compliant with the FA's Safeguarding 365 Standard.
- To contribute to the effective implementation of The FA's Code of Governance for County FAs.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

LOCATION

Predominately Northamptonshire FA office in Northampton (NN3 6WL). A blend of homeworking may be negotiated following completion of successful probation period.



THE ROLE

- Monitoring and ensuring that health and safety regulations are adhered to in the workplace.
- Contribute to administering The FA's Safeguarding 365 Standard for County FA's alongside the Head of Safeguarding and Compliance.
- Monitor and ensure compliance with County FA Football Discipline processes, including overseeing the judicial calendar, threshold implementation, and low-level communication.
- Support recruiting staff and volunteers into the County FA using the FA's Safer Recruitment Policy, undertake HR administration, ensure up-to-date documentation is in line with current employment law and ensure new employees are supported with on-boarding and inductions.
- Manage and administer company personnel records per the staff handbook, including annual leave requests and staff sickness procedures, liaising with Line Managers.
- Be part of the working group that manages the County FA's annual awards programme.
- Support members of the SMT in undertaking ad hoc administrative duties crucial to the developing and governing county football. For example, supporting and preparing documentation regarding player registration, affiliation, sanctioning, or facilities development.
- Collate and distribute relevant documentation for all Board, Council and Committee meetings. Support the CEO and Chair in ensuring Board forward planners are accurate and up to date.
- Attend Board and Council meetings, preparing accurate and succinct minutes for circulation in good time.
- In liaison with the CEO, maintain a directory of policies relating to good governance to support the management of the County FA's Code of Governance requirements.
- Maintain good safeguarding awareness training and ensure that safeguarding, equality and inclusion are embedded throughout the County FA and grassroots football.
- Maintain an awareness of all County FA policies and procedures, ensuring they are reviewed annually and updated where necessary.
- Providing guidance and support to stakeholders around compliance with Disclosure and barring service
- Ensure contract agreements are in place with all contractors (facility hire, consultants etc.) and outline the requisite safeguarding responsibilities and accountabilities for all parties.
- To supervise adherence to policies surrounding Risk Assessments and ensure staff members comply with governance and compliance requirements.
- Trigate complaints raised to Northants FA against Club, Leagues, individuals or the Northants FA workforce.

QUALIFICATIONS

ESSENTIAL

- Minimum A Level

DESIRABLE

- Further education in business administration
- FA education courses

SKILLS

ESSENTIAL

- Excellent internal and external stakeholder relations and customer service skills
- Great attention to detail
- Developing and implementing compliance programs tailored to the organisation's specific needs
- Effective report-writing and presentation skills
- Effective prioritisation and time management skills
- Excellent IT skills, including the use of Microsoft Office applications
- Excellent problem-solving and decision-making skills

DESIRABLE

- Ability to developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players
- Capability to create multiple reports, budgets and plans

KNOWLEDGE & EXPERIENCE

ESSENTIAL

- General office administration experience
- Creating and maintaining structured, online filing systems
- Minute taking to a high standard
- Secretarial duties including typing & filing (online & offline)
- Booking venues, transport & accommodation
- Maintaining accurate and complete personnel records
- Knowledge of and commitment to equality, diversity and inclusion

DESIRABLE

- Knowledge of safeguarding in a sporting environment
- Knowledge and understanding of The FA's Grassroots Football Strategy and how the County FA business plans to support its delivery
- Knowledge and understanding of working with volunteers
- Experience in the football community and a passion for football
- Knowledge of The FA Code of Governance

ENHANCED DBS REQUIRED*

YES

CLEAN, FULL DRIVING LICENCE

YES



**Northamptonshire FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.*

THE ROLE HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE VALUES AND BEHAVIOURS DESCRIBED BELOW:

NFA VALUES	BEHAVIOURS
We care	<p>Demonstrates empathy for the football community:</p> <ul style="list-style-type: none"> • Protecting the interests of all participants • Promote positive behaviours • Progress every aspect of the game to the benefit of all
We are visible	<p>Champions all that is good about football:</p> <ul style="list-style-type: none"> • Demonstrates the values of the Association • Avoids pre-judgement when listening to suggestions from others • Seizes the opportunity to apply FA standards at all times
We are inclusive	<p>Ensures that football is, and will remain, a game for everyone:</p> <ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game • Provides equal opportunity to people of different backgrounds, experience and perspective • Seeks out and embraces new ways of thinking and working.
We are fair and transparent	<p>Serving the whole game and doing the right thing:</p> <ul style="list-style-type: none"> • Avoids bias and subjectivity • Retains the values of sportsmanship and follows rules and standards • Provides good judgement and reasoning for all decisions
We make a positive difference	<p>The very best outcome achieved by sustained excellence in performance:</p> <ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times • Persistent to achieve a standard that others consider impossible • Challenges others to go further and achieve more



HOW TO APPLY

[CLICK HERE FOR THE ONLINE
APPLICATION FORM](#)

[EQUALITY & DIVERSITY
MONITORING FORM](#)

The application form cannot be saved. We recommend completing your answers in a Word document beforehand and then transferring to the application form before submission. If you need the application form in another format for accessibility, please contact the below email address.

Closing date: Monday, 15th April 2024 5pm

Interviews: Week Commencing 22nd April 2024

For an informal discussion about the opportunity, please contact Rosie Brown, Head of Safeguarding, Compliance and Equality via email rosie.brown@northamptonshirefa.com

Northamptonshire FA is an equal opportunity employer and positively encourage applications from suitably qualified and eligible candidates regardless of sex, ethnicity, disability, age, sexual orientation, gender identity, religion and belief.

Protecting your personal data is of the utmost importance to Northants FA and we take this responsibility very seriously. Any information obtained by us is held and processed in accordance with the relevant data protection legislation. The data you provide us with is stored securely on our computerised database for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered an interest in.



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