



FOR ALL



Job Description and Person Specification

Job title	Football Administration Assistant
Reports to	Head of Football Development & Operations

Job purpose(s)	
<ul style="list-style-type: none"> To support delivery of The FA Grassroots Football Strategy and the North Riding FA Business Strategy. To assist in the efficient running of the Football Development & Operations departments. To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs. To support the adoption of FA technology systems across grassroots football. To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time. 	
Direct reports	N/A

Location	Hybrid working model with main location being North Riding FA, Broughton Road, Stokesley, Middlesbrough, TS9 5NY and regular home working.
Working hours	40 hours per week with occasional evening and weekend when required.
Contract type	Permanent

Responsibilities	
<ul style="list-style-type: none"> Support delivery of the coach development programme, liaising with key stakeholders to meet the needs of the game. Recruit, retain and develop diverse coaches through The FA qualification framework and local CPD opportunities, with a focus on BAME and female coaches. Support club and league secretaries with football development programmes and provide updates where necessary. Deliver a programme of services to club and league volunteers, with an emphasis on gaining more FA-accredited clubs and leagues (England Football Accreditation). Support the club and league accreditation renewal process and ensure safeguarding requirements are met. Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within football development programmes. Risk-assess all North Riding FA events and activity for under-18s and where the Association directly employs or deploys under-18 referees, coaches and volunteers, to ensure that appropriate safeguards are in place. Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing. Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Club & Competition Portals, Matchday App and Full-Time). Ensure that grassroots football is inclusive, diverse and reflective of local communities. Contribute to ensuring that safeguarding and equality are embedded throughout North Riding FA and grassroots football. Support club and league secretaries with the discipline process and provide regulatory updates where necessary. Arrange personal and non-personal hearings. Support appeals and complaints in conjunction with the Football Services Manager where necessary. Support the affiliation of clubs and ensure safeguarding requirements are met. 	



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- Assist with the administration of County Cup competitions.
- Provide administration support to safeguarding programmes, activities, events and communications.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within disciplinary processes, County Cup competitions and representative football.
- 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.
- Execute tasks as required to meet North Riding FA's changing priorities.

Person specification

Qualifications

Essential <ul style="list-style-type: none"> • GCSEs at Grade C (or equivalent) in English and Maths. 	Desirable <ul style="list-style-type: none"> • A qualification in sports development.
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Skills

Essential <ul style="list-style-type: none"> • Ability to work independently and as part of a team. • Excellent organisational skills and the ability to prioritise workload effectively. • Excellent problem-solving and decision-making skills. • Ability to communicate effectively and in a manner appropriate to the audience. • Commitment to delivering exceptional standards of customer service. • Excellent IT skills, including the use of Microsoft Office applications. • Attention to detail and an ability to manage accurate recording and reporting of information. 	Desirable
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Knowledge and experience

Essential <ul style="list-style-type: none"> • Practical experience of sports/football development. • Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. • Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. 	Desirable <ul style="list-style-type: none"> • Knowledge of The FA coaching qualification framework. • Knowledge of The FA's Grassroots Football Strategy. • Knowledge and understanding of working with volunteers.
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Enhanced DBS Check required? YES

Clean, full driving licence? YES

The job holder will be expected to understand and work in accordance with the values and behaviours described below.



FOR ALL



FA value	Behaviours
PASSION	<ul style="list-style-type: none"> Love the game, be proud of what we do and have a sense of purpose.
EXCELLENCE	<ul style="list-style-type: none"> Provide and promote the highest standards
MAKING A DIFFERENCE	<ul style="list-style-type: none"> Create and provide opportunities to make football better.
ACCOUNTABILITY	<ul style="list-style-type: none"> Take responsibility for our actions and always aim to act in the best interests of football.
COMMUNITY	<ul style="list-style-type: none"> Be inclusive and provide opportunities FOR ALL

Job description reviewed and modified by:	Steven Wade, CEO
Date job description reviewed and modified:	15 th June 2022
Job description authorised by:	Barry Casterton, Chair

Signed by job holder (on appointment):	
Date signed:	

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