



Job Description and Person Specification

Job title	Regulatory Assistant
Reports to	Senior Regulatory Officer

Job purpose(s)	
<ul style="list-style-type: none"> To support delivery of The FA National Game Strategy and the Staffordshire FA Business Strategy. To assist in the efficient running of the Regulatory Services Team. To support the management of the financial operations of the business with best practice. To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs. To embed equality and inclusion into all areas of work and support the Staffordshire FA to achieve the Equality Standard for Sport. 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	NA

Location	Staffordshire Football Association, Dyson Court, Staffordshire Technology Park, Beaconside, Stafford, ST18 0LQ. Homeworking is permitted and travel to locations across the County will be required.
Working hours	36.5 hours per week including evening and weekend work.
Contract type	Fixed Term Contract to 31 st January 2022

Responsibilities	
<p>Regulatory</p> <ul style="list-style-type: none"> Support club and league secretaries with the discipline process and provide regulatory updates where necessary. Support the arrangement of personal and non-personal hearings and act as the secretary to commissions when required. Support appeals and complaints in conjunction with the Senior Regulatory Officer where necessary. Ensure all disciplinary cases are handled fairly, transparently and in compliance with FA regulations. Assist with the administration of County Cup competitions. Support the affiliation of clubs and ensure safeguarding requirements are met. 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). 	



<p>Finance</p> <ul style="list-style-type: none"> • Support the financial functions of the Business including invoicing, payments received, reconciliation and the handling of cash and cheques. • Utilise the accounting software (Xero) as required to support the financial operations of the business as directed by the Chief Executive Officer. • Manage any loans required for the Staffordshire FA as well as loans provided to clubs. • Ensure employee and volunteer expenses are correctly managed. <p>General</p> <ul style="list-style-type: none"> • Provide administration support to safeguarding programmes, activities, events and communications. • Maintain basic safeguarding awareness training and contribute to ensuring that safeguarding and equality are embedded throughout the Staffordshire FA and grassroots 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. • Contribute to ensuring that safeguarding and equality are embedded throughout the Staffordshire FA and grassroots football. • Ensure that grassroots football is inclusive, diverse and reflective of local communities. • Execute tasks as required to meet the Staffordshire FA changing priorities.
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Person specification	
Qualifications	
<p>Essential</p> <ul style="list-style-type: none"> • Mathematics GCSE Grade C or above (or equivalent). • Educated to A Level or equivalent. 	<p>Desirable</p> <ul style="list-style-type: none"> • A qualification in a finance or accounting-related discipline. • A business administration qualification.
Skills	
<p>Essential</p> <ul style="list-style-type: none"> • Ability to work with a high degree of accuracy and attention to detail. • Ability to maintain a high level of confidentiality and trust. • Ability to work independently and as part of a team. • Excellent time management and prioritisation skills. • Outstanding communication and interpersonal skills. • Excellent IT skills, including the use of Microsoft Office applications. 	<p>Desirable</p> <ul style="list-style-type: none"> • Highly numerate with strong financial acumen.
Knowledge and experience	
<p>Essential</p> <ul style="list-style-type: none"> • Experience of producing reports. • Experience of CRM or database systems 	<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of using accounting software applications (including Xero). • Knowledge of The FA Finance Operating Guidance Manual.



	<ul style="list-style-type: none"> • Experience of managing expenses. • Knowledge of Football Regulations, Laws and Operational Processes • Experience of managing cashflow.
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.	
FA value	Behaviours
Insightful	<p>Embraces new thinking in pursuit of continuous improvement:</p> <ul style="list-style-type: none"> • Questions the way things are done and prepared to challenge the status quo. • Identifies and understands customer behaviour and brings forward a fresh perspective. • Understands and reacts to the personal motivations that drive people’s actions and seeks to improve efficiency and performance.
Innovative	<p>Introduces new, original ideas and content and is a creative thinker:</p> <ul style="list-style-type: none"> • Creates and delivers new and better solutions to affect positive change • Establishes new relationships to engage and enhance communities • Has confidence in their ability to try something new and break the mould
Inclusive	<p>Champions and 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.
Influential	<p>Brings others to their way of thinking to manage and evolve the business:</p> <ul style="list-style-type: none"> • Exerts influence across the game to enhance opportunities and build relationships. • Understands the needs of the business and utilises its strengths to change perception. • Gains the attention of colleagues and customers and has the ability to affect their actions, decisions and opinions.
Inspirational	<p>The ability to excite others to achieve the very best outcome:</p> <ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times. • Persists to achieve a standard for others to aspire to. • Challenges others to go further and achieve more.



Job description reviewed and modified by:	Kevin Staples
Date job description reviewed and modified:	21 st March 2021
Job description authorised by:	Adam Evans

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.