|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Head of CFA Governance & Discipline | **Reports To:** | CEO |

|  |  |
| --- | --- |
| **Role Purpose:** | |
| * To support The CFA Governance Department on the management of its Governance process including the County Disciplinary process * To provide guidance on the investigation process of all CFA cases * To investigate some breaches of Serious CFA cases where appropriate * To ensure Participants are educated in relation to matters affecting the integrity of the game at CFA level. * Operate as a member of the Senior Management Team to implement the company business strategy and operational plan to meet agreed KPIs. * To provide strategic , innovative and professional direction to all areas of the Football Services department: Affiliation (including player registration), discipline, sanctioning, cups & competitions, appeals and protests. * Act as lead for Respect and Grassroots Technology * Ensure The FA’s Safeguarding Operating Standard for football are met | |
| **Direct Reports:** | N/A |

|  |  |
| --- | --- |
| **Key Accountabilities:** |  |
| * To proactively and reactively conduct investigations into alleged breaches of FA Rules and Regulations. * To guide CFA staff on all Governance functionality including Discipline, Competitions, Sanction and Affiliation * To advise Case Officers and where appropriate conduct investigative interviews and thorough reviews of all available evidence in relation to alleged breaches of FA Rules. * Guide CFA’s on the Preparation of case files for prosecution. * Ensure effective and thorough case file management for all investigations. * Manage and advise members of the CFA Governance team * Ensure the Governance functionality meets all requirements of The FA practices and policies * Ensure that best practice is followed and further developed in relation to all Governance functions * Execute additional tasks as required in order to meet FA and CFA Governance requirements * Oversee * Manage department and officers including cups and competitions * Act as lead for Respect * Ensure Grassroots Technology is promoted throughout the organisation, clubs and leagues as required * Ensure that The FA’s Safeguarding Operating Standard for football are met as a department * Oversee Surrey Schools Football Association (SSFA) relationship | |

|  |  |
| --- | --- |
| **Essential Skills:** | **Desirable Skills:** |
| * Experience gained working in a regulatory or law environment. * Experience of the conduct and management of investigations. * Experience of case file preparation and management. * Strong presentation skills. * Good knowledge of English football at Grassroots level and the non-league Pyramid. * Excellent written communication and report writing skills and a keen eye for detail | * Flexibility to work outside normal office hours if required * Knowledge of the League pyramid * General understanding of FA Rules and Regulations |
| **Enhanced CRC Check Required:** | NO |
| **Clean Full Driving Licence:** | YES |