



# **Sussex County Football Association**

## **Football Development Administrator**

### **Recruitment Pack**



# Sussex County FA

## Football Development Administrator (Part-Time 20 hrs)

The Sussex County Football Association Limited is seeking to recruit a part-time Football Development Administrator to carry out aspects of the administration within the Sussex County Football Association. A general job description is attached.

To join the team and be successful, the individual must be able to demonstrate an understanding of the role on offer and how their expertise and experience will enable them to meet the essential and desirable criteria within the role.

The interview panel must be convinced of the individual's passion, inspiration and professionalism for the role.

This pack provides the following to assist individuals in considering whether they have the relevant skills and attributes required for the role:

- 1.) The Role Advertisement
- 2.) The Role Profile
- 3.) How to apply - Application Form

The successful applicant will report to the Development Manager and thereafter to the Chief Executive.

Applicants should be computer literate, ideally have an interest in customer excellence and capable of carrying out and implementing administration systems.

They should be able to work very occasional evenings and weekends. The Sussex County FA take the safeguarding and protection of children seriously and anyone working with us will be required to follow the County FA policy.

### What can the Sussex County FA offer?

- An exciting opportunity to join a forward thinking, progressive business
- An exciting opportunity to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal development
- A Workplace Pension Scheme
- A Personal Accident policy

20 Hours of work are Monday to Friday (Precise times to be agreed). The position will receive 4 weeks annual holiday, and a salary of £9,000 p.a. with a three month probationary period.

If any questions arise about the role or clarity is required on the recruitment pack, please contact the Development Manager: [Paul.Saunders@SussexFA.com](mailto:Paul.Saunders@SussexFA.com) or 01903 766855.

Closing date for applications is: **Noon on Friday 27 July 2018, with Interviews being held on Thursday 2 August 2018**

# Sussex County Football Association Limited

<b>Job Title:</b>	Football Development Administrator		
<b>Reports To:</b>	Development Manager	<b>Responsible For:</b>	No one
<b>1. Job Purpose</b>			
To support the delivery of the FA National Game Strategy through the County FA Plan To undertake Football Development administrative functions of the business.			
<b>2. Principal Accountabilities/Responsibilities</b>			
<p><b>Operations</b></p> <ul style="list-style-type: none"> <li>▪ Provide full administrative support to the Sussex County FA Development activities, which includes:- <ul style="list-style-type: none"> <li>○ Coaching Education Programmes (Football Coaching and Medical)</li> <li>○ Promoting all aspects of “the game” including, youth, female and disability football</li> <li>○ Charter Standard Awards</li> <li>○ SSE Wildcats</li> <li>○ FA/Mars Just Play Centres</li> </ul> </li> <li>▪ Contribute to an effective business culture across the Company.</li> <li>▪ Work alongside other functional units of the business (Football Services, Referees and Safeguarding) to provide efficient, transparent and consistent level of service to customers.</li> <li>▪ Ensure customer enquiries are handled promptly and professionally in line with Company values, policies and procedures.</li> <li>▪ Be an advocate of the brand, by compliance with policies, procedures and brand standards.</li> <li>▪ Foster a culture of execution and passion for customer excellence.</li> </ul> <p><b>Data Systems</b></p> <ul style="list-style-type: none"> <li>▪ Ensure the databases (Customer Relationship Management (CRM) and Learning Management System (LMS)) are maintained across the following categories: <ul style="list-style-type: none"> <li>○ Courses – Coaching and Medical</li> <li>○ Individuals – Tutors and Coaches</li> </ul> </li> <li>▪ Identify, collect and clean historic data.</li> <li>▪ Manipulate analyse and interpret membership data using CRM, LMS and online platforms.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>▪ Act in accordance with relevant legislation and the county’s policies and procedures including:- <ul style="list-style-type: none"> <li>○ The FA Safeguarding Operating Standards</li> <li>○ The County FA Health and Safety policy</li> <li>○ The County FA Equal Opportunities policy</li> <li>○ The County FA Standing Orders and Financial Regulations</li> </ul> </li> </ul>			
<b>3. Person Specification</b>			
<b>Knowledge/Experience/Technical Skills/Behaviours</b>			
<b>a) Knowledge/Experience/Technical Skills</b>			
<b>Essential:-</b>		<b>Desirable:-</b>	
<ul style="list-style-type: none"> <li>▪ Experience in an administration role.</li> <li>▪ Significant experience of using Microsoft Office including Word, Excel, PowerPoint and Outlook</li> <li>▪ Proficient in data management and interpretation.</li> <li>▪ Proficient in the use of online systems.</li> <li>▪ An inquisitive attitude to data anomalies</li> <li>▪ Possess a dynamic, progressive attitude towards</li> </ul>		<ul style="list-style-type: none"> <li>▪ Experience of safeguarding in sport</li> <li>▪ Administration qualification</li> </ul>	

innovative practice and process.

- Experience of providing customer excellence
- A working understanding and application of inclusion, equality antidiscrimination, safeguarding and best practice.

**b) Behaviours**

- Problem Solving
- Teamwork
- Communicating
- Delivery to meet Deadlines
- Customer Excellence
- Developing Self

# Application Form

Applications can be accompanied by a CV. The decision to invite you to attend for interview will be based on the information you provide on this form. The Sussex County FA is an Equal Opportunities Employer.

Position applied for:

## Personal Details

*Please complete in BLOCK CAPITALS*

First Names:  Surname:

Mr / Ms / Mrs or preferred title:  Are you over the age of 18?

Address:

Post Code:  Email Address:

What is the best day and time to contact you?

What is the best number to contact you on?

Do you hold a full current driving licence?

Do you have an in-date FA Criminal Records Check (CRC)

## Education and Training

*Please provide details of your education, qualifications and training that you have completed or are currently undertaking.*

Dates	Details of School/College/Institution	Course or Qualification	Grade

*Please attach a continuation sheet if required*

**Employment & Volunteering History**

*Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, your job title and brief details of your responsibilities. Also include salary and benefits package.*

<b>Dates</b>	<b>Employers name/nature of business</b>	<b>Job title</b>	<b>Key Responsibilities</b>	<b>Salary/Benefits</b>

*Please attach a continuation sheet if required*

**How do I meet the requirements of the Role as Football Development Administrator?**

*Please outline the skills and experience that you have which are appropriate to demonstrate your suitability for the advertised role and how you would meet the essential and desirable knowledge, experience and skills required. Please include any paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. In your application please ensure you have read and fully understand the job advertisement and the role description provided.*

*Please attach a continuation sheet if required*

**Names and address of Referees**

Please give the name and address of two referees

	First Referee	Second Referee
Name		
Address		
Postcode		
Telephone		
Email		
Relationship to you		

**Additional Information**

Do you require a work permit or are there any restrictions on your ability to work in the UK?

If yes, please give further details:

If your application is successful:

What notice period would you have to provide your current employer?

What annual salary would be looking to obtain?

£

**Declaration**

*I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.*

Signature:

Date:

**Please complete and return your application form before 12 noon on Friday 27 July 2018.**

Either email: [Paul.Saunders@SussexFA.com](mailto:Paul.Saunders@SussexFA.com) or post and address as follows:

*Strictly Private & Confidential  
Paul Saunders  
Development Manager  
JOB / Football Development Administrator  
Sussex County FA  
Culver Road  
Lancing  
West Sussex  
BN15 9AX*

# The FA's Equality and Diversity Monitoring Form

The Sussex County FA is committed to Equality and Diversity and ensuring that it is fully representative of the Community it serves. To assist us in monitoring the ethnicity of members we would be grateful if you could complete the following monitoring form. All information detailed will be treated anonymously.

## SEX AND GENDER

Male  Female

Have you ever been identified as Transgender? Yes  No  Prefer not to say

## AGE

16 – 20  21 – 30  31 – 40  41 – 50  51 – 60  61+

## ETHNICITY

Indicate in the appropriate box your ethnic background. Ethnic categories are not about nationality, place of birth or citizenship they are about the group to which you feel you belong to. The descriptions below are from the 2011 census.

### White

British  English  Scottish  Welsh  Irish  Gypsy or Irish Traveller   
Any other white background

### Mixed

White & Black Caribbean  White & Black African  White & Asian  Mixed background   
Mixed other background

### Asian

British-Indian  Indian  British-Pakistani  Pakistani  British-Bangladeshi   
Bangladeshi  British-Chinese  Chinese  Any other Asian background

### Black

Black Caribbean  Caribbean  British African  African  British  Other   
Any other Black background

### Other Background

Other  Prefer not to disclose my ethnic origin



## DISABILITY

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome). Some people including those with cancer, multiple sclerosis and HIV / AIDS are automatically protected as disabled people by the Act.

**Do you consider that you meet this definition?**

Yes  No

**If you have indicated yes, please indicate the impairment(s) that you feel applies to you:**

Blind / partially sighted  Deaf / hard of hearing  Physical disability  Learning disability   
Communication barriers  Experience of mental and emotional distress   
Prefer not to say

## RELIGION OR BELIEF

**How would you describe the religion to which you feel you belong?**

Christian  Buddhist  Hindu  Jewish  Muslim  Mormon  Sikh   
Jehovah's Witnesses  Atheist  No Religion / Faith  Other faith background   
Prefer not to say

## SEXUAL ORIENTATION

**Which of the following options best describe how you think of yourself?**

Heterosexual / Straight  Gay Man  Gay Woman / Lesbian  Bisexual  Other   
Prefer not to say

## OTHER

Please provide details of any other aspects of equality / diversity you feel are relevant: