



Sussex County Football Association

Football Services Officer - Leagues

Recruitment Pack



Sussex County FA

Football Services Officer - Leagues

The Sussex County FA is seeking to recruit a Football Services Officer to carry out aspects of development and administration within the organisation, with a specific focus on leagues. A general job description can be found 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 Football Services Manager and thereafter to the Chief Executive.

Applicants should be computer literate and ideally have a football interest and background, presentation and communication skills, and be capable of carrying out and implementing administration systems.

The Sussex County FA take the safeguarding and protection of children seriously and anyone working for the organisation will be required to follow the County FA policy. Due to the nature of this post, the successful candidate may be required to undertake a Disclosure and Barring Service check through The FA Criminal Records Check process.

What can the Sussex County FA offer?

- An exciting opportunity to join a forward thinking and 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
- Personal Accident Insurance cover

Normal hours of work are 9:00am to 5:00pm, Monday to Friday, and the position will receive four weeks annual holiday, with a salary in the range of £15,500 to £17,500 per annum and a six month probationary period. Flexibility will be exercised with the working hours to align with leagues so evening and weekend work will be required.

If any questions arise about the role or clarity is required on the recruitment pack, please contact the Football Services Manager, Ollie Powell, via: Ollie.Powell@SussexFA.com.

Closing date for applications is: **Noon on Tuesday 6 August 2019, with interviews being held on Monday 12 August 2019.**

Sussex County Football Association Limited
Football Services Officer - Leagues - Job Description



Job Title:	Football Services Officer (FSO) - Leagues		
Reports To:	Football Services Manager (FSM)	Jobs Reporting into the Job Holder:	None
1. Job Purpose			
<ul style="list-style-type: none"> To support delivery of the Sussex County FA Strategy To undertake the disciplinary, regulatory and operational administrative functions of the business Actively support the Sussex County FA's safeguarding plan, and the relevant requirements in-order to meet the Safeguarding Operating Standard 			
2. Principal Accountabilities/Responsibilities			
Leagues			
<ul style="list-style-type: none"> Take on the role of Competition Secretary of the Sussex County Women and Girls Football League (separate role description provided) 			
Discipline			
<ul style="list-style-type: none"> Assist the FSM on all matters relating to Discipline, including, processing Yellow and Red Cards, investigating allegations of Misconduct, Hearing Appeals, organising Personal and Non-Personal Hearings 			
County Cups			
<ul style="list-style-type: none"> Administer the County Cup competitions Deal with any disputes or queries as per Competition Rules and ensure fines are issued for breaches of Competition Rules 			
Sanction and Affiliation			
<ul style="list-style-type: none"> Assist the FSM with all matters relating to the Sanctioning of Leagues and Affiliation of Clubs 			
Representative Football			
<ul style="list-style-type: none"> Administer all aspects of the Representative Squads, for Under-16s, Under-18s, Women, and Disability 			
DBS Compliancy			
<ul style="list-style-type: none"> Work alongside the Safeguarding team to administer the DBS Compliancy processes, in line with Safeguarding Operating Standard protocols 			
Tickets			
<ul style="list-style-type: none"> Administer the process for the allocation of tickets for FA events to Staff, County Members and Leagues 			
Charter Standard			
<ul style="list-style-type: none"> Assist the FSM with all matter relating to Charter Standard, including new applications and Annual Health checks Align with the Sussex County FA Strategy Key Performance Indicators for Charter Standard 			
Whole Game System			
<ul style="list-style-type: none"> Assist with the development of the Whole Game System (WGS) across the county, ensuring leagues, clubs, referees and players understand the full functionality of the software and how it can support them in their role Assist with the implementation of WGS Player Registration across the County 			

Operations

- Provide administrative support to the Football Services Department
- To contribute to an effective business culture across the company
- Deliver membership services, products and procedures to meet the needs of customers
- Work alongside other functional units of the business (Referees, Safeguarding and Football Development) to provide an efficient, transparent and consistent level of service to customers
- Ensure customer enquiries are handled promptly and professionally in line with the company values, policies and procedures
- Be an advocate of the brand, by compliance with policies, procedures and brand standards
- Foster a culture of execution and passion for customer excellence

3. Knowledge/Experience/Technical Skills/Behaviours**a) Knowledge/Experience/Technical Skills****Essential:-**

- Experience in administration role
- Ability to proactively work with internal and external partners
- Significant experience of using Microsoft Office, Word, Excel, PowerPoint, internet and email
- Knowledge/experience of grassroots football
- Demonstrate a working understanding and application of inclusion, equality and anti-discrimination, safeguarding and best practice

Desirable:-

- Knowledge of The FA National Game Strategy
- Knowledge of partner organisations within the County FA locality
- Knowledge of FA Disciplinary processes and FA Rules / Regulations

b) Behaviours - as defined in County Football Association Competency Model

- Problem solving
- Teamwork
- Communicating
- Delivery
- Leadership
- Customer excellence

- Developing Self and Others

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)?*

*If you do not hold an FA CRC, it will be a requirement for this to be completed before appointment.

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.

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

Please attach a continuation sheet if required

How do I meet the requirements of the Role as Football Services Officer?

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 Noon on Tuesday 6 August 2019.

Either email: Ollie.Powell@SussexFA.com or post to the following address:

Strictly Private & Confidential
Ollie Powell
JOB / Football Services Officer - Leagues
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: