

JOIN OUR TEAM

**FOOTBALL
SERVICES
OFFICER**

APPLICATION PACK





ROLE: FOOTBALL SERVICES OFFICER

CONTRACT: PERMANENT

HOURS: FULL-TIME 35 HOURS (THIS COULD BE PART-TIME ON A JOB SHARE BASIS)

SALARY BANDING: £22,000-£26,000 PER ANNUM

LOCATION: GREEN LANE PLAYING FIELDS, DEVIZES WITH THE OPTION TO WORK FROM HOME ON OCCASIONS

AN INTRODUCTION TO WILTSHIRE FA

Wiltshire County FA is the not-for-profit, governing body of football in Wiltshire. We grow participation, promote diversity and regulate the sport for everyone to enjoy. With over 23,000 players, 1,200 affiliated clubs, 360 referees, Wiltshire County FA is proud to support football for all.

The successful candidate will work within the Football Services Department at Wiltshire FA, supporting the association to deliver against the vision and objectives set within our corporate strategy 2021-2024.

The post holder will report to The Football Services Manager. Full details of the position can be found within the Role Profile and a snapshot is provided below:

JOB PURPOSE

- To support delivery of The FA Grassroots Football Strategy and the Wiltshire FA Business Strategy
- Lead the administration of all aspects relating to discipline matters whilst acting as secretary on hearings
- To manage and lead the County Cup competitions
- To assist in the efficient running of the Football Services department
- 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, including player registration and affiliation
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time

Applicants must have a proven track record of working with a wide range of stakeholders, implementing business processes, planning and delivering projects and possess a 'can do', customer centric approach towards work.

This role will have contact with vulnerable people including children and young people making this role eligible for an Enhanced DBS Check.

TO APPLY

If you are interested and would like to be considered, please complete the application form and return it by email.

- 1.) Review the role profile and ensure you have both the resource and skill set available to conduct the role.
- 2.) Complete the application form and ensure that the application form is returned no later than the closing date stated on the job advert.
- 3.) Return the valid documents to Shane.Comb@wiltshirefa.com or send via post to Shane Comb, Green Lane Playing Fields, Green Lane, Devizes, SN10 5EP

Any applications which are either not valid at the deadline or received following the deadline will not be accepted. Those applicants that have been shortlisted for interview will be notified by email. We will not be notifying unsuccessful candidates, so if you have not received communications from us by said date and time then please assume you have been unsuccessful.

Closing date: 5pm on Friday 24th February 2023

Interviews: Thursday 9th March 2023

HOW CAN I FIND OUT FURTHER INFORMATION?

Further information on the role can be found on wiltshirefa.com or by calling the office on 01793 486047 and speaking to Shane Comb, Football Services Manager.

IS THERE ANYTHING ELSE I NEED TO KNOW?

Wiltshire County Football Association is committed to equality of opportunity and welcomes applications from all sections of the community.

WCFA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process.