

JOB DESCRIPTION



Job Title:	Discipline Compliance Manager
Department:	Football Operations
Reporting to:	Head of Domestic Football Operations
Hours of work:	35 hours per week. However, the nature of the post will require a high degree of flexibility involving evenings and weekends as dictated by the operational requirements of the business.
Salary:	£30-40k
Role Family:	Professional
Duration:	Permanent

PURPOSE OF THE JOB:

The Irish Football Association is committed to maintaining the integrity of the game and promoting consistent, transparent, and fair disciplinary standards across all levels of football in Northern Ireland. As part of this commitment, the Discipline Compliance Manager plays a critical leadership role in the coordination, oversight, and delivery of disciplinary processes. This includes ensuring that all disciplinary proceedings are delivered in an efficient, impartial, and consistent manner, and are fully aligned with the Irish FA's Articles of Association, Disciplinary Code, and other relevant national and international regulations. The postholder will be a key interface between the Irish FA, affiliated clubs, leagues and match officials in relation to disciplinary matters.

MAIN DUTIES AND RESPONSIBILITIES:

1. Lead and manage the delivery of disciplinary operations, from referral to resolution, across affiliated football in Northern Ireland in line with Irish FA Articles of Association, Disciplinary Code, and all applicable rules and regulations.
2. Identify, review, and assess alleged breaches of disciplinary rules, determining whether disciplinary action is appropriate and proportionate.
3. Where authorised, issue Notice of Complaints and any accompanying sanction offers in line with regulatory standards, ensuring consistency, fairness, and procedural compliance across all cases.
4. Act as a point of contact for clubs, leagues, and match officials in relation to disciplinary queries and guidance.
5. Provide advice to internal departments on disciplinary policy, regulatory implications, and procedural requirements.

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6. Coordinate the effective use of the Football Management System (COMET) in respect of its discipline-related features and liaise with the FMS Manager to deal with any functionality issues.
7. Lead the planning and delivery of disciplinary hearings, acting as Secretary where required, ensuring appropriate administration, scheduling, case documentation and governance procedures.
8. Liaise with the Irish FA legal representatives where required to ensure cases are managed in line with legal obligations and standards.
9. Maintain detailed case files and prepare reports for internal assurance and governance purposes.
10. Represent the Irish FA in proceedings, as necessary.
11. Contribute to the process of reviewing and updating the IFA Disciplinary Code.
12. Contribute to stakeholder education initiatives by preparing resources and delivering sessions on the disciplinary process and regulations.
13. Maintain a central log of disciplinary decisions and oversee associated correspondence, reporting, and administration.
14. Proactively participate in training and development opportunities, staff performance appraisals and reviews as required.
15. Comply with Data Protection Policy with regard to safeguarding sensitive customer information at all times.
16. Perform the job in accordance with the company's policies and procedures, especially the Equal Opportunities and Harassment Policy and Procedure.
17. Adhere to and actively support at all times all other company policies, procedures, processes and working practices, including adhering to best practice.
18. Perform any other duties as may reasonably be required from time-to-time.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the business.

PERSONNEL SPECIFICATION – DISCIPLINE COMPLIANCE MANAGER

Criteria	Essential:	Desirable:
1. Education & qualification	<p>1.1 Hold a third level (e.g. degree or higher) qualification in a relevant discipline such as law, or governance</p> <p>or</p> <p>In the absence of a formal qualification, a minimum of 4 years' professional experience in a relevant legal, regulatory, compliance, governance or disciplinary role, with proven ability to apply these principles in practice.</p>	<p>1.2 Legal training, particularly in sports law or regulatory frameworks.</p>
2. Experience	<p>2.1 Can demonstrate at least 2 years' relevant experience in a busy, legal, regulatory, compliance, governance or disciplinary role.</p> <p>2.2 Experience managing cases or formal processes, particularly in areas such as discipline, governance, or compliance. This includes maintaining records, handling documentation, and ensuring processes are followed in line with relevant procedures and timelines.</p>	<p>2.3 Demonstrable experience in one or more of the following areas:</p> <ul style="list-style-type: none"> • Legal, regulatory, or disciplinary casework • Enforcement or compliance roles within a regulatory or legal framework <p>2.4 Experience in sports judicial arrangements, including familiarity with disciplinary codes, procedures, and case management related to misconduct, appeals, and regulatory compliance.</p>
3. Skills, knowledge & competencies	<p>3.1 Understanding of governance structures within sports organisations, including the roles and responsibilities of different committees and bodies.</p> <p>3.2 Strong analytical skills and the ability to interpret complex rules, regulations, and situations.</p> <p>3.3 Understanding of due process, fairness, and impartiality in regulatory procedures.</p>	<p>3.7 Knowledge of how disciplinary frameworks operate within sports organisations, including roles of governing bodies and regulatory panels.</p>

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	<p>3.4 Excellent communication skills (written and verbal), including report writing, decision communication, and stakeholder engagement.</p> <p>3.5 Maintaining confidentiality and professional integrity when dealing with sensitive matters.</p> <p>3.6 Resilient under pressure with ability to manage competing priorities.</p>	
4. Personal disposition	<p>4.1 Self-motivated with ability to work independently and as part of a team.</p> <p>4.2 Flexible and adaptable approach and ability to work outside of normal hours of work and across the entire Association with minimal boundaries.</p>	
5. Other requirements	<p>5.1 Proof of eligibility to work in the UK.</p> <p>5.2 Have a valid passport allowing unrestricted international travel.</p> <p>5.3 Have a clean driving licence and access to a car for business use.</p> <p>5.4 Completion of a medical questionnaire demonstrating the ability to fulfil the Occupational Health requirements for the post and flag any reasonable adjustment required.</p> <p>5.5 Two satisfactory employment references, one of whom should ideally be the current/most recent employer.</p>	



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ADDITIONAL INFORMATION

Closing date: The closing date for the receipt of completed application is Monday 23 June 2025 at 10.00am. Applications received after the closing date and time will not be considered.

Shortlisting: Only those applications which clearly demonstrate the requirements set out in the personnel specification will be shortlisted. Please note that the Association reserves the right to implement all or some of the desirable criteria in addition to the essential criteria for shortlisting purposes.

Offer of employment: Please note any offer of employment is subject to the receipt of two satisfactory employment references, proof of eligibility to work in the UK and proof of any required qualifications.

Reserve list: A reserve list of suitable candidates may be maintained for the purpose of any similar vacancies (temporary or permanent) that may arise within twelve months of the completion of the recruitment exercise.

The Irish Football Association is an equal opportunities employer and welcomes applications from all sections of the community. However, as women are currently under-represented in our workforce, we would particularly welcome applications from women. All appointments will be made on the basis of merit.

Approved: May 2025

