

# JOB DESCRIPTION



<b>Job Title:</b>	Discipline Administration Officer
<b>Department:</b>	Football Operations
<b>Reporting to:</b>	Senior Discipline and Club Licensing Manager
<b>Hours of work:</b>	35 hours per week. However, the nature of the post will require a high degree of flexibility involving evenings and weekends as dictated by operational requirements of the business.
<b>Salary:</b>	£20-30k
<b>Role Family:</b>	Officer
<b>Duration:</b>	Permanent

## **PURPOSE OF THE JOB:**

The Irish Football Association is committed to upholding the integrity of the game and maintaining fair and consistent disciplinary standards across all levels of football in Northern Ireland. The Discipline Administration Officer will support the effective delivery of disciplinary procedures and provide key operational assistance in ensuring disciplinary matters are processed in line with the Irish FA's Articles of Association, Disciplinary Code, and other relevant national and international regulations.

This role will support the efficient administration of disciplinary cases, assist in ensuring regulatory compliance, and contribute to the continuous development and refinement of disciplinary processes in response to the evolving needs of the game. The postholder will act as a key point of contact between the Irish FA, affiliated clubs and leagues, match officials, and the Disciplinary Committee, providing operational and procedural support as required.

## **MAIN DUTIES AND RESPONSIBILITIES:**

1. Support 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 other applicable rules.
2. Act as a point of contact for all clubs, leagues, and match officials in relation to disciplinary queries and guidance.
3. Support internal departments by providing guidance on disciplinary policy, regulatory implications, and procedural requirements.
4. Assist in the preparation of documentation on related sanction offers on behalf of the Committee, ensuring regulatory accuracy and supporting consistent application.
5. Help organise and service disciplinary hearings, including scheduling, compiling case documentation, providing administrative support during proceedings and acting as Secretary where required.
6. Work to help ensure cases are administered in accordance with legal and regulatory standards.

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7. Support the maintenance of a central log of disciplinary decisions and assist with related correspondence, reporting, and administrative tasks to ensure accurate records and efficient case tracking.
8. Support the delivery of stakeholder education initiatives by preparing resources for disciplinary processes and regulations.
9. Proactively participate in training and development opportunities, staff performance appraisals and reviews as required.
10. Comply with Data Protection Policy with regard to safeguarding sensitive customer information at all times.
11. Perform the job in accordance with the company's policies and procedures, especially the Equal Opportunities and Harassment Policy and Procedure.
12. Adhere to and actively support all other company policies, procedures, processes and working practices, including adhering to best practice.
13. 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 ADMINISTRATION OFFICER

Criteria	Essential:	Desirable:
<b>1. Education &amp; qualification</b>	1.1 5 GCSEs (Grade C or above) including Mathematics and English Language, or equivalent.	
<b>2. Experience</b>	<p>2.1 Minimum 12 months' proven administrative experience in a busy office or regulatory environment, demonstrating the ability to manage multiple tasks, maintain accurate records, and support daily office operations efficiently.</p> <p>2.2 Experience in liaising with a wide range of stakeholders in a professional and diplomatic manner.</p>	<p>2.3 Minimum 2 years' experience in a busy administrative or regulatory environment, with responsibilities that include policy compliance &amp; disciplinary processes.</p> <p>2.4 Experience servicing committees, hearings, or panels.</p> <p>2.5 Experience working within a sporting, membership, or voluntary organisation.</p>
<b>3. Skills, knowledge &amp; competencies</b>	<p>3.1 Excellent organisational and planning skills, with strong attention to detail and accuracy, while managing multiple priorities and meeting strict deadlines.</p> <p>3.2 Effective written and verbal communication skills, with the ability to draft clear, concise, and professional correspondence, reports, and summaries.</p> <p>3.3 Professional, impartial, and confidential approach to sensitive matters, underpinned by integrity and discretion.</p> <p>3.4 Sound understanding of case management procedures, file handling, and documentation standards.</p>	<p>3.5 Basic knowledge of football operations, disciplinary regulations, and governance structures.</p> <p>3.6 Proficiency in maintaining accurate filing systems, both manual and electronic, with strong IT skills (including Microsoft Office and database management).</p>
<b>4. Personal disposition</b>	<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>	

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<b>5. Other requirements</b>	<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 Tuesday 16<sup>th</sup> September 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: August 2025***