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| **Job Title :** Eleven’s League Coordinator – Warrington (CWFL) | **Reports:**  Chester and Wirral Football League |

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| **Job Purpose:**   * To communicate and deliver the Elevens model across Warrington and surrounding areas. * Continue the growth of new teams in this league. |

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| Key Skills and Experience Required: Essential  * Fantastic customer service. * Knowledge of football within the local area. * Strong organisation/administration skills. * Experience in working towards KPI targets. * Ability to build relationships. * Competent in the use of Microsoft office. | **Key Skills And Experience Required: Desirable**   * Competent in using the FA Full Time System. * Experience in cash handling. * Full UK Driving License with access to your own car. * Experience of running a league previously. |

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| **Key Responsibilities:**   * Lead and deliver each evening of the leagues fixture programme. * Implement team recruitment strategies to ensure the league is working towards full capacity. * Manage the league administration including the online Full Time site. * Manage customer queries and complaints. * Manage team managers and referees weekly. * Ensure a fluid team entry process. * Manage the cash handling process and payments on an evening. * Promote the league across the local area to develop new teams. * Ensure a high level of customer service. * Build strong working relationships with partners. |

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| **Behaviours needed: Essential**   * Teamwork * Integrity * Passion * Professionalism * Respect |  |

**Further Information**

Due to the role requiring you to work unsocial hours with the league taking place during the evening, the contract is part time with a payment of £40 per evening (Usually 6.30pm-9.00pm).

As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Bureau Disclosure, to ensure their suitability for the role.

The closing date for applications is Friday 16th November 2018.