**West Riding County Football Association**

**Business Services Administrator (Competitions)**

**Role:**  Business Services Administrator (Competitions)

**Contract Type:**  Fixed Term until 30th June 2021

**Hours per week:** 35 hours – Typically 9am – 5pm hours but open to negotiation

**Salary:**  £17,000

**Base:**  West Riding County FA Headquarters, Fleet Lane, Woodlesford, Leeds, LS26 8NX

This is an exciting time for the Association; with the introduction of a new full size 3G artificial football pitch at the Headquarters and the completion of an internal staffing restructure, we are best placed to deliver an excellent service to our Participants.

This fantastic opportunity reports directly to the Football Services Manager and offers the right candidate the chance to drive a culture of innovation, creativity and excellent customer engagement through successful management of the competitions programme. The role will also require the successful candidate to undertake several of the department’s key functions, including the investigation of and advising on breaches of rules and regulations, affiliations and sanctioning.

We are looking for a process driven individual who is proficient in data management and interpretation. The BSA needs to possess an inquisitive attitude to data anomalies using trouble shooting methods to solve data queries. The successful individual will have a primary focus on delivering and operating outstanding processes, with an overall desire to provide a professional and effective service to our Participants.

If you want to be part of a vibrant, enthusiastic and committed team and have a passion for customer excellence and delivery, we would love to hear from you.

You must be able to manage a diverse workload being able to prioritise work according to risk, opportunity and timeframes. You will also have experience of establishing and ensuring compliance with processes, people management, and an appreciation for County FA Football Rules, Regulations and Processes.

Candidates must be able to work both unsupervised and under their own initiative.

For further information on the role, please speak with Jamie Lea Smith, Football Services Manager, on 0113 2821222 Option 1 or email [Jamie-Lea.Smith@westridingfa.com](mailto:Jamie-Lea.Smith@westridingfa.com).

**How to apply**

To apply for this position, please complete and return the form ‘Application – Business Services Administrator (Competitions)’ and return either via email to [diane.horne@westridingfa.com](mailto:diane.horne@westridingfa.com) including ‘Private and Confidential – YOUR NAME’ in the subject title, or via post marked ‘Private and Confidential’ to West Riding county FA, Fleet Lane, Woodlesford, Leeds, LS26 8NX.

**Closing date:** 20th July 2018

**Interviews:** TBC

**Equality and Diversity**

We value diversity and welcome applicants from all backgrounds. To ensure our recruitment processes are non-discriminatory and that we maintain a diverse workforce profile, we ask applicants to complete a Diversity Monitoring Form to enable us to collate anonymised data, which helps us to monitor the diversity profile of all our job applicants.

**Safeguarding Children and Vulnerable Adults**

As this role involves direct access to young people under the age of 18 and/or vulnerable adults, the successful candidate will undergo a thorough screening process to ensure their suitability for the role, which will include a Criminal Records Check.