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| **Job Title:** | **Competitions Co-ordinator** | | | |
| **Reports To:** | **Football Services Manager** | **Jobs Reporting into the Job Holder:** | |  |
| 1. **Job Purpose** | | | | |
| * To provide a credible competitions framework for participants across West Riding * To support the delivery of the National Game Strategy 2018-2021 and West Riding FA Business Plan * To provide administrational support to the Association’s Standing Committees and Executive Departments (Football Services, Football Development, Business Services) * Acts in accordance with legislation, statutory guidance and Affiliated Football’s Policy and Procedures and any associated guidance. | | | | |
| 1. **Principal Accountabilities/Responsibilities** | | | | |
| **County Cup Competitions (12 Competitions)**  Manage, develop, promote and administer all County Cup Competitions including, but not limited to, the following,   * To operationally manage the effective delivery of the West Riding FA County Cups Programme * Provide administrative support to the West Riding Youth and Representative, County Cup Competitions Committees, Disciplinary Committee. * Manage the Cup entry process via the online Club Affiliation application (Whole Game System) * Manage the fixtures/results using the FA Full Time application * Manage the Player Registration Process through Whole Game System * Manage referee appointments using FA Full Time ensuring effective communication with leagues, clubs , District FAs and Match Officials * Manage the Protests and Appeals procedure * Liaise with the Football Services Team to issue invoices for all Standard Fines and any other ad hoc breach of competition rules * Liaise with the Marketing and Communication Officer to ensure accurate information on the West Riding FA website (including news items, fixture pages and Competition related pages/links) * Deliver growth (i.e. number of entrants) through efficient processes and marketing activities, whilst ensuring a positive contribution is made to the company P&L account  Community Leagues (4 leagues, 11 divisions)  * To operationally manage the effective delivery of the West Riding FA Development Leagues (Flexi, U21/U23,VETS)  Provide administrative support to executive departments (Football Development, Football Services, Business Services)  * Manage the Cup entry process via the online Club Affiliation application (Whole Game System) * Manage the fixtures/results using the FA Full Time application * Manage the Player Registration Process through Whole Game System * Manage the Protests and Appeals procedure * Issue charges and invoices and any other ad hoc breach of competition rules * Liaise with the Marketing and Communication Officer to ensure accurate information on the West Riding FA website (including news items, fixture pages and Competition related pages/links)  Representative Football  * Administer all representative football activities including the planning of all matches in conjunction with the relevant Committee. * Liaise with appropriate personnel with regards to any disputes or queries. * Manage referee appointments for the FA County Youth Cup and Northern Counties Competitions. * Manage referee appointments for other FA competitions   **General**   * Support the development of the Whole Game System across the county; ensuring leagues, clubs, referees and players are proficient with the functionality * Support the implementation and communication of new structures, rules and regulations to stakeholders * Provide reports for the consideration of Standing Committees, Referees Department and Board of Directors * Any other administration duties prescribed by the CEO and/or Line Manager | | | | |
| 1. **Person Specification** | | | | |
| **Knowledge/Experience/Technical Skills/Behaviours** | | | | |
| **Essential:-**   * Experience in an administration role * A working knowledge of the structure and organisations within football * Diplomacy and the ability to deal appropriately with confidential information * Proficient in data management and interpretation * Proficient in the use of online systems * An inquisitive attitude to data anomalies * Possess a dynamic, progressive attitude towards innovative practice and processes * Working experience using Microsoft Office and a passion for modern technology * An ability to engage with both the paid and volunteer workforce * A working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice * Influence and negotiation skills * Ability to work flexibly and sometimes unsociable hours * Driving Licence * An understanding and appreciation for safeguarding minimum operating standards | | | **Desirable:-**   * Experience of Sports/Football/Referee Development * Experience using FA applications including FA Full Time, FA Whole Game System , MOAS * Experience of managing volunteers * Project Management and Planning * Refereeing Experience | |
| **b) Behaviours** | | | | |
| * Problem Solving * Teamwork * Communicating * Delivery * Customer Excellence * Developing Self and Others * Leadership | | |  | |
| **WRCFA Vision and Values** | | |  | |
| **Vision:** To create enjoyable and lasting memories through football  **Values:**   1. **Simple:** We keep our communication easy to understand and our processes uncomplicated 2. **Transparent:** We make our decisions and actions open , honest and consistent 3. **Accessible:** We are there for when our customers need us 4. **Inclusive:** We ensure that everybody can enjoy the game regardless of individual difference 5. **Relevant:** We understand the views needs and expectations of everyone involved in the game 6. **Care:** We are passionate about delivering an exceptional football experience | | | | |