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| **Job Title:**  | **Competitions Co-ordinator**  |
| **Reports To:**  | **Football Services Manager**  | **Jobs Reporting into the Job Holder:** |  |
| 1. **Job Purpose**
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| * 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.
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| 1. **Principal Accountabilities/Responsibilities**
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| **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
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| 1. **Person Specification**
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| **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
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| **b) Behaviours**  |
| * Problem Solving
* Teamwork
* Communicating
* Delivery
* Customer Excellence
* Developing Self and Others
* Leadership
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| **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
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