

**Job Title:** Football Services Officer (Coaching Courses)

**Line Manager:** Football Services Manager

**Job Purpose:**

* To strategically lead and administrate the Kent FA Coach Education programme.
* To assist in the efficient running of the Football Services department.
* To support delivery of The FA National Game Strategy in partnership with key stakeholders.

**Key Responsibilities**:

* Ensure FA National Game Strategy Key Performance Indicators are met taking a strategic lead.
* Increase numbers of attendees on Kent FA Coaching Courses
* Manage the process of distributing FA Coach Bursaries, liaising with Football Development Officers
* Act as Centre Manager for 1st 4 Sport Accredited Centre.
* Lead and develop the Kent FA Coach Development Working Group
* Provide full administration support to the County Coach Developer.
* Responsible for course enrolment, course payments and assisting the County Coach Developer with course organisation.
* Deal with [info@kentfa.com](mailto:info@kentfa.com) account when required.
* Input data on CRM and calculating daily income at the end of the day.
* Assist colleagues where necessary with discipline paperwork.
* Contribute to Kent FA’s delivery of an effective safeguarding plan, including the Safeguarding Operating Standard.
* Support the renewal process for the sanction of leagues, affiliation of clubs and registration of referees.
* Deal with customers by phone, email and face to face.
* Use modern and effective marketing and communication methods to raise awareness and improve perception of the Kent FA.
* Support the roll out of all new FA IT systems.
* Support the implementation and communication of new structures, rules and regulations to stakeholders.
* Support budget holders to monitor and manage budgets effectively.
* Provide support to the Football Services Manager when required to do so.
* Carry out any other duties prescribed by the Chief Executive Officer or Football Services Manager.