



Job Title: Football Services Officer (Competitions)

Line Manager: Football Services Manager

Job Purpose:

- Manage and lead the county cups and representative football teams.
- Assist in the efficient running of the Football Services department.
- Support delivery of The FA National Game Strategy in partnership with key stakeholders.

Key Responsibilities:

- Administrate and manage the Competitions Standing Committee.

County Cups

- Manage, develop, promote and administer all county cup competitions including the planning of all finals in conjunction with the Competitions Committee and Marketing & Communications Officer.
- Make the draws for county cup competitions.
- Distribute draws and referee appointments to leagues, clubs and match officials.
- Liaise with appropriate personnel with regards to any disputes or queries.
- Issue and processing payments for fines for breaches of competition rules.
- Ensure that fixtures and results are communicated.

Representative Football

- Manage, develop, promote, administer and attend all representative football including the planning of all matches in conjunction with the Competitions Committee and Marketing & Communications Officer.
- Liaise with appropriate personnel with regards to any disputes or queries.
- Ensure that fixtures and results are communicated.

General

- Support the roll out of all new FA IT systems.
- Support the development of the Whole Game System across the county; ensuring leagues, clubs, referees and players understand the full functionality and how it can support them.
- Support the renewal process for the sanction of leagues, affiliation of clubs and registration of referees.
- Support the implementation and communication of new structures, rules and regulations to stakeholders.

Job Skills & Abilities

- Passionate and committed to the development of football at a local level.
- Able to work under pressure, handle multiple priorities and meet deadlines.
- Exceptional customer service, work as part of a team with excellent planning, communication and presentation skills.