**Role Profile**

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| **Job Title:**  **Salary Banding:** | Cups and Competitions Officer  £25k-£31k pro rata (based on experience) | | | | |
| **Reports To:** | **Head of Engagement and Support** | **Jobs Reporting into the Job Holder:** | | **There are no line reports to reporting to the post holder** | |
| **1. Job Purpose** | | | | | |
| * To plan, manage and effectively deliver the London FA Cup competition and festivals programme. * To deliver the club and leagues affiliation and sanctioning process, supporting the delivery of the London FA strategic plan and National Game Strategy in partnership with colleagues and key stakeholders | | | | | |
| **2. Principal Accountabilities/Main Responsibilities** | | | | | |
| * Co-ordinate the County Cup and festivals Entry forms as part of the Affiliation process, cross-checking entry forms for discrepancies. * Manage and administer all County Cup Competitions and festivals in liaison with London FA staff and relevant committee’s (fixtures, appointing referees, publishing results etc.) * Co-ordinate the draws for all County Cup Competitions and festivals * Issue and process payments for breaches of competitions rules. * Ensure the County Cup competitions and festivals operate within budget. * Liaise with key London FA staff and partners to effectively promote competitions and festivals programme . * Organise finals for all competitions, ensuring suitability of ground & deployment of volunteers * Work in partnership with leagues to appoint referees to County Cup Fixtures as directed by the London FA. * Adopt innovative approaches to administering the County Cup Competitions and festivals – reducing the burden on volunteers/use of IT to facilitate activities. * Lead the delivery of Youth League Sanctioning and Youth football clubs (working with Head of Governance and Investigation and Customer support officers), process for all London FA sanctioned competitions. * Provide administrative support to London FA Run leagues/competitions – fixtures/results/referees/booking venues. * Work with our wider sanctioned competitions/leagues to develop materials and templates to facilitate the smooth running of their competition * Collate information in partnership with the workforce development officer on the coverage of registered referees in 9v9 and 11v11 * Play an active role in the development and delivery of the London FA strategic Plan. * Attend meetings as appropriate to the role. * To provide general administration support to the team in order to assist with other duties including general enquiries, individual player registration, updating and maintaining player records, updating suspensions and taking payments. * To run workshops to support clubs and leagues affiliation and sanctioning process this would include WGS training. * Commitment to on-going professional development. * Ensure safeguarding is embedded into all work and activities | | | | | |
| **3. Knowledge/Experience/Technical Skills/Behaviours** | | | | | |
| **a) Knowledge/Experience/Technical Skills** | | | | | |
| **Essential**   * Experienced in working in a work in high pressure environment and deliver results within agreed time frames * Experience of working with challenging customers and support the delivery of their enquiries. * Excellent administration, secretarial and IT skills * Significant experience in event management * Ability to prioritise and structure work * Attention to detail * Excellent communicator – verbal and written * Ability to read, digest and assimilate information quickly and effectively * Ability to form good working relationships with internal and external customers * Work practically and methodically * Able to effectively monitoring and evaluation * Project management skills * Able to work and lead within a team environment to deliver agreed outcomes * Ability to think ‘outside of the box’ and gather and collate information * Ability to review process and make improvements to make * Ability to run workshops and training sessions to a wide range of audiences | | | | |  |
| **b) Competency c) Values** | | | | | |
| * Teamwork * Communicating * Delivery * Customer Excellence * Developing Self and Others * Integrity * Conflict Management * External Awareness | | | * Team Work * Passion * Excellence * Integrity | | |
| **Further Information**  The London FA takes its role as a provider of football for under 18s very seriously. Their wellbeing is paramount in all decisions taken by us. All children and young people we come into contact with have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.  It is our expectation that all our staff will at all times act in the best interests of children and young people under the age of 18 and in accordance with The FA’s Safeguarding Children Policy. The welfare of children and young people must always be paramount.  Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities? **YES**  *As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Bureau Disclosure, to ensure their suitability for the role* | | | | | |

