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| A picture containing logo  Description automatically generated | **United Kingdom Armed Forces Football**  Chairman: Brigadier Leigh Drummond MBE | A picture containing logo  Description automatically generated |

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Reference: UKAFF/Vacancies/004

Dated: 15 Nov 2023

**INVITATION TO APPLY FOR THE POSITION OF WOMENS GENERAL MANAGER TO THE UNITED KINGDOM ARMED FORCES FOOTBALL (UKAFF)**

1. UKAFF is the pinnacle of military football. UKAFF has the following aims:
2. To promote the image and improve the standard of UK Armed Forces (Service) football.
3. To provide Service Personnel from all 3 Services with the opportunity to play together at a highest possible level within Defence.
4. To provide Service Personnel from all 3 Services with the opportunity to coach and referee at the highest possible level within a Defence.
5. To win the Kentish Cup (men) and the Presidents Cup (women) and to maintain a fixture calendar of high quality international fixtures.
6. Provide the means to support Defence Engagement activity, where the opportunity and resource exists to do so.
7. Provide governance and oversight of the annual Inter-Service competitions.

2. In line with the UKAFF Constitution, applications for this voluntary position are sought from individuals interested in being appointed from 01 Feb ’24.

3. The Terms of Reference for this voluntary position can be seen at annex A.  Applications should, in the first instance, be made to the UKAFF secretary, [Gareth.Dunn143@mod.gov.uk](mailto:Gareth.Dunn143@mod.gov.uk) by the 15 Jan 2024 in the form of a covering letter and CV. Please note that you may be required to attend an interview.

Annex:

1. UKAFF Women’s General Manager Terms of Reference

Annex A To

UKAFF/Vacancies/004

Dated 15 Nov 2023

**MEN’S GENERAL MANAGER OF UK ARMED FORCES FOOTBALL - TERMS OF REFERENCE**

**UKAFF Objectives**

1. The objectives of UKAFF are:

1. To promote the image and improve the standard of UK Armed Forces (Service) football.
2. To provide Service Personnel from all 3 Services with the opportunity to play together at a highest possible level within Defence.
3. To provide Service Personnel from all 3 Services with the opportunity to coach and referee at the highest possible level within a Defence.
4. To win the Kentish Cup (men) and the Presidents Cup (women) and to maintain a fixture calendar of high quality international fixtures.
5. Provide the means to support Defence Engagement activity, where the opportunity and resource exists to do so.
6. Provide governance and oversight of the annual Inter-Service competitions.

**Terms of Reference**

1. As the General Manager of the UK Armed Forces Women’s Football Team, you are responsible to the Chairman of the UK Armed Forces Football Association for the general governance of team affairs. Your specific duties include:
   1. In conjunction with UKAFF Women’s Head Coach, nominate appropriate backroom staff to assist you in the preparation for fixtures throughout the season for subsequent approval by the UKAFF Executive Committee. The backroom staffs are to include as a minimum: Head Coach[[1]](#footnote-1), Deputy Coach, Ops Manager, Sports Therapist/Physio, GK Coach and Kit Manager.
   2. The issue of ToRs to all UKAFF Women’s Team Backroom Staff.
   3. Chair all staff meetings, as required.
   4. The management of administrative support required to ensure that players and backroom staff are released from their place of work for fixtures and training.
   5. The management of administrative support required ensuring that appropriate accommodation, messing, training, kit and equipment, training facilities and post-match refreshments are in place for each fixture.
   6. The provision of a full Fixture list prior to the start of the season.
   7. The preparation and submission of a 5-year financial plan outlining the financial requirements for each season. The plan is to be submitted to the AGM in June of each year.
   8. Responsibility for the management, development, discipline and behaviour of all players and backroom staff, both on and off the field of play.
   9. To ensure all Safeguarding requirements are adhered to at all times.
   10. Responsible for the team budget and all expenditure by the team should be cleared before being claimed from the funds.
   11. Engagement with the Secretary on any matters that are required to be heard by the Executive Committee.
   12. lead on the President Cup liaison and ensure the team are ready to compete.
   13. The Women’s team POC for the Exec group and the Secretary. To act as LO for the team management staff into the Exec group to represent views, issues and opportunities for the team and LO from the Exec group in to the team to implement direction and guidance.
   14. At Fixtures you are to:
2. Host opposition team officials.
3. Liaise with Match Officials.
4. To be available to act as the nominated OIC tour party for all UKAFF Women’s tours. If unavailable, you are to liaise with the Chairman to nominate a suitable replacement.
5. In conjunction with the Team Manager, nominate players and backroom staff to participate on UKAFF overseas visits.
6. To act as the main point of contact for the issue and receipt of all complimentary tickets for FA Matches for all players and staff members of the UKAFF Women’s Team.
7. In addition to the specific duties highlighted above, you are to undertake any additional tasks as directed by the Chairman of the UKAFF Assoc.

# Criteria for the post

Essential

Thorough administrative, communication and inter-personal skills.

**Desirable**

A working knowledge of Service football through playing, coaching or managing at a minimum of Regional Level.

**Equal Opportunities Responsibilities**

3. You are responsible for ensuring that your personal conduct and that of your staff is in strict accordance with the terms of the MoD Equal Opportunities Directive.  In particular you are to ensure that:

1. Your behaviour and personal conduct is exemplary and that you treat all your colleagues with fairness, decency and respect.
2. Your staff reflect the example you set in sub-para a.
3. The use of racist or sexist language or the use of inappropriate nicknames ceases.
4. You foster an environment where personnel feel able to register a complaint.
5. Any complaints are investigated swiftly and sensitively.

**Health and Safety Responsibilities**

4. Under the terms of the Health and Safety at Work Act 1974, you are responsible for taking reasonable care for the health and safety of yourself and others that may be affected by your acts or omissions.  You are to comply with all published safety regulations and conditions.

5. You are responsible for the health and safety of all staff under your control, to ensure that appropriate Safety Management Plans are in place for all UKAFF fixtures and events.

**Additional Responsibilities**

6. Terms of Reference.   You are to read and agree to these Terms of Reference which will be re-issued as and when required.

7. I hereby certify that I have read and understood my TORs and that I have received a signed copy for my retention.

Signature     ……………………….……..   Name ……………………………..

Date ……………………………..

Brigadier Leigh Drummond MBE  
Chairman  
UK Armed Forces Football

Signature     ……………………….……..

Date ……………………………..

1. The post of Head Coach will be appointed by the UKAFF Executive Committee; the General Manager will sit on the selection committee in a non-voting capacity. [↑](#footnote-ref-1)