



## **BERKS & BUCKS FA JOB DESCRIPTION – FOOTBALL DEVELOPMENT ADMINISTRATOR (35 hours per week)**

Salary: £16,000 - £19,000

<b>Job Title: Football Development Administrator</b>	<b>Reports To: Head of Delivery</b>
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### **Job Purpose:**

- 1. Co-ordinate an annual programme of welfare, refereeing and coaching and other football related education courses to best serve our volunteer workforce.**
- 2. Ensure all courses are operated in accordance with FA Learning and 1st4sport requirements.**
- 3. Be pro-active and communicate effectively with our customers on a daily basis.**
- 4. Act in the best interest of children, young people and vulnerable adults and be guided by the principle that their welfare is paramount in all decision and actions taken**
- 5. To support the delivery of the Berks & Bucks FA County Plan in partnership with key partners.**

### **Key Responsibilities:**

- Co-ordinate Berks & Bucks FA Coach & Referee Education Programme to include welfare, refereeing, coaching and a range of FA Learning Courses and any other courses and initiatives as identified in the Berks & Bucks County FA Plan.
- To provide a high quality administrative support to the Football Development Team, with particular focus on the administration of the overall Coach & Referee Education programme and ensure all courses are operated in accordance with FA Learning and 1st4sport requirements.
- Effectively administer the bookings and process invoices of Coach & Referee Education Courses through EMS and Participant
- Ensure that all courses are delivered in line with Berks & Bucks FA Safeguarding Operating Standard
- Commitment to Equality, and ensuring all courses are inclusive and accessible
- To positively contribute to the Berks & Bucks Football Development Team, ensuring high standards are maintained in all aspects of work and actively demonstrate Berks & Bucks FA brand values.
- Keep and maintain accurate up-to-date databases including our volunteer workforce and venues.
- Positively raise the profile of our Coach & Referee Education Programme, through regular promotion on website & social media
- Attending meetings and providing appropriate meeting notes or minutes as and when required
- To provide administration support to ensure the delivery of the Berks & Bucks FA County Plan as directed by the Head of Delivery.



<p><b>Personal Specification (Key Skills and experience required) Essential:</b></p> <ul style="list-style-type: none"> <li>- Experience in a secretarial/administration role</li> <li>- Excellent Customer Service Skill</li> <li>- Strong IT Skills, including good knowledge of Microsoft Suite</li> <li>- Innovative and creative approach to solve problems</li> <li>- Ability to communicate in a range of formats</li> <li>- Ability to demonstrate individual initiative and work effectively as a part of a team</li> <li>- Interest and passion for developing grassroots football</li> <li>- Willingness to work unsocial hours, including evenings, weekends (as and when required)</li> <li>- Ability to form good working relationships with internal and external customers</li> <li>- Commitment to equal opportunities in employment / service provision</li> </ul>	<p><b>Personal Specification (Key Skills and experience required) Desirable:</b></p> <ul style="list-style-type: none"> <li>- An understanding of the National Game Strategy</li> <li>- Knowledge of the FA’s Referee &amp; Coach Education Programmes</li> <li>- Experience using Freshdesk</li> <li>- Experience using LMS &amp; WGS</li> <li>- A full driving licence</li> <li>- Report Writing</li> </ul>
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**WHAT IS NEEDED TO CARRY OUT THE ROLE?**

**Behaviours – as defined by the County Football Association Behaviour Model**

<p><b>Essential</b></p> <p>Team Working            Delivery</p> <p>Communication        Problem Solving</p> <p>Customer Excellence    Developing Self &amp; Others</p>	
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**Further information:**

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 individual will undergo a thorough screening process, which will include a Criminal Records Check, to ensure their suitability for the role.

**To apply please: -**



Send your CV and Covering Letter demonstrating how you meet the key skills and experience required for this role. Please also return the Equality Monitoring Form with your application.

Please return to Jon Wood, Berks & Bucks FA, 1st Floor, Stratton Court, Abingdon, Oxon, OX14 1SG or e-mail [Jonathan.Wood@Berks-BucksFA.com](mailto:Jonathan.Wood@Berks-BucksFA.com) marking all correspondence 'Private & Confidential'.

The closing date for applications is: 9:00 am on Tuesday 15th October 2019. Interviews will be held on Wednesday 23rd October 2019 should you be successful in being shortlisted. Due to the large number of applications we receive only those shortlisted for interview will be contacted.

**Berks & Bucks FA is committed to equality of opportunity and welcome applications from all sections of the community.**