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| **Job Title :** Eleven’s League Coordinator – Wythenshawe (ADAFL) | **Reports:**  Altrincham and District Football League |

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| **Job Purpose:**   * To manage the administration of the league including organising fixtures, results and match nights. * To create positive relationships with teams to retain them in the league and grow potential new teams. * To deliver a friendly, social atmosphere on match nights. |

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| Key Skills and Experience Required: Essential  * Fantastic customer service. * Knowledge of football within the local area. * Strong organisation/administration skills. * Ability to build relationships. * Competent IT Skills. | **Key Skills And Experience Required: Desirable**   * Competent in using the FA Full Time System. * Experience in cash handling. * Full UK Driving License with access to your own car. * Experience of running a league previously. * FA registered referee or coach. * FA Emergency First Aid Trained. * FA Safeguarding Trained. |

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| **Key Responsibilities:**   * Lead and deliver each evening of the leagues fixture programme. * Implement team recruitment strategies to ensure the league is working towards full capacity. * Manage the league administration including the online Full Time site. * Manage customer queries and complaints. * Manage team managers and referees weekly. * Ensure a fluid team entry process. * Manage the cash handling process and payments on an evening. * Promote the league across the local area to develop new teams. * Ensure a high level of customer service. * Build strong working relationships with partners. |

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| **Behaviours needed: Essential**   * Teamwork * Integrity * Empathy * Respect * Responsibility |  |

**Further Information**

Due to the role requiring you to work unsocial hours, with the league taking place during the evening, the contract is part time with a payment of £40 per evening (Usually 7.00pm-9.30pm).

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.

The closing date for applications is Thursday 11th October 2018.

Start date – Friday 26th October 2018.

Interviews will take place week commencing Monday 15th October 2018.