

VACANCY



Football Services Officer - Youth League Co-ordinator

January 2023

Cornwall Football Association

Position: Football Services Officer – Youth League Co-ordinator

Employer: Cornwall Football Association Limited

Responsible to: Football Services Manager

Salary: £18.5 - £20k (depending on qualifications and experience)

An exciting opportunity has arisen to join the team at Cornwall Football Association. We are requesting applications for a highly motivated team player to work alongside the Football Services Manager on the development and implementation of the Youth Leagues Merger Project.

The successful applicant will:

- Lead on the delivery of The Cornwall Youth Leagues merger
- Administer the Cornwall Youth League (Fixtures/Registrations/General Admin)
- Provide support and opportunities for Cornwall Youth Leadership Academy members
- Support Cornwall FA DSO with maintaining DBS and Safeguarding Requirements
- Work to establish a new youth league committee
- Organise and co-ordinate Youth League Cup Finals
- Co-ordinate and support additional opportunities for young players (Beach Football, Futsal etc.)
- Identify sponsorship opportunities for the Cornwall Youth League and funding opportunities to establish long-term sustainability of role
- Establish and co-ordinate a strong social media presence for the Cornwall Youth League, ensuring that all communications with under-18s are in line with the safeguarding use of social media policies.
- Support messaging so that under-18s, know how to report concerns about their wellbeing
- Ensure the Cornwall FA has a planned approach to youth engagement and demonstrates it can communicate in a child-friendly manner with under-18s
- Ensure the Cornwall Youth League promotes safeguarding through its communication channels, signposting policy, procedures, advice, guidance, and information for all youth, adults at risk, disability and open-age adult grassroots football with 16/17-year-olds
- Contribute to ensuring that safeguarding and equality are embedded throughout the Cornwall FA and grassroots football.



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The successful applicant will need to be suitably qualified and experienced, be passionate about and committed to the development of Youth Football within the County; be able to work under pressure, handling multiple priorities and meeting deadlines with minimal supervision. They will need to demonstrate awareness of and commitment to upholding Cornwall FA's safeguarding and equality standards. They will have knowledge or experience of working with funding partners, negotiating and developing commercial relationships.

The post is full-time and is based at Cornwall FA's Headquarters in Bodmin but with an expectation of working countywide. For more details see the attached role profile.

To apply, please send a CV and covering letter to Dawn Aberdeen, Chief Executive, either by email to dawn.aberdeen@cornwallfa.com or by letter marked 'Private and Confidential' to Dawn Aberdeen, Cornwall FA Ltd., Kernow House, 15 Callywith Gate, Launceston Road, Bodmin PL31 2RQ. Please include the details of two referees. (Contact will not be made without prior notification)

Closing date: Monday 23rd January 2023, 5:00pm.

Interviews will be held the week commencing **Monday 6th February 2023** and the position is subject to an enhanced CRC check.

Cornwall FA is committed to inclusion and diversity and achieving equality and fairness in employment and service delivery. We believe that football is for everyone. As such we welcome applications from qualified candidates from all backgrounds inclusive of age, ethnicity, gender identity, religion, sexual orientation and whether or not you have a disability.

To help us to keep track of the diversity of applications we receive, we would appreciate if you could fill out the voluntary **diversity monitoring form**.

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. This post requires Enhanced Criminal Record Checks and checks against the Barred Lists and is exempt from Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared.

