



Job Description and Person Specification

Job title	Football Services Officer – Youth League Co-ordinator
Reports to	Football Services Manager

Job purpose(s)	
	<ul style="list-style-type: none">• To lead on the delivery of The Cornwall Youth Leagues merger• To lead the development of the Cornwall Youth Leagues project• To source funding to ensure the long-term sustainability and viability of the project• To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.• To support the administration of Cornwall Youth League• To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.
Direct reports	N/A

Location	Based at Cornwall FA's Headquarters in Bodmin, PL31 2RQ but with flexibility to work from home and manage the expectation of varied working hours to include some evening and weekend work working countywide and additional travel to other locations.
Working hours	The post is full-time, 37.5 hours per week, with working hours to be discussed and agreed as relevant
Contract type	It is envisaged that this will be a minimum 18-month contract with ongoing negotiations for continuation

Responsibilities	
	<ul style="list-style-type: none">• Implement the Youth Leagues Merger Project alongside the Football Services Manager• Administering the Cornwall Youth League (Fixtures/Registrations/General Admin• Provide support and opportunities for Cornwall Youth Leadership Academy members• Oversee the Full-Time/WGS and Matchday websites for the league• Support Cornwall FA DSO with maintaining DBS and Safeguarding Requirements• Work to establish 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 funding opportunities to establish long term sustainability of role.• Identify opportunities for sponsorship for the Cornwall Youth League• Establish and co-ordinate a strong social media presence for the Cornwall Youth League





- Ensure all communications via social media 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.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Contribute to ensuring that safeguarding and equality are embedded throughout the Cornwall FA and grassroots football.
- Execute tasks as required to meet the Cornwall FA changing priorities.

Person specification	
Qualifications	
Essential	
None	
Skills	
Essential	Desirable
<ul style="list-style-type: none"> • Knowledge and/or experience in FA IT systems, including Whole Game System/Full-Time/Matchday • Knowledge and/or experience of working with funding partners • Knowledge and/or experience of developing commercial sponsorships and relationship management • Project management skills • Demonstrate a working understanding of equality, inclusion and safeguarding principles. • Commitment and passion for developing Youth Football within the County • Knowledge of new and emerging media opportunities • Experience or knowledge of working on a Football Club or League committee • Ability to work with minimum supervision and set priorities • Negotiating skills • IT Skills (Excel, Word and PowerPoint) 	<ul style="list-style-type: none"> • Knowledge and awareness of the Game within Cornwall • Awareness of the political and functional workings of County FAs





<ul style="list-style-type: none">• Willingness to work flexibly when required, including evenings and weekends• Valid driving licence	
Knowledge and experience	
Essential <ul style="list-style-type: none">• Practical experience of marketing via all digital and traditional channels.• Knowledge of FA IT Systems (Matchday-WGS/Full-Time)• Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding principles• Knowledge of the structure and partner organisations within County FA locality.• Knowledge and/or experience of delivering support services• Knowledge of new and emerging media opportunities• Knowledge and understanding of working with volunteers.• Experience of working with Boards and Committees	Desirable <ul style="list-style-type: none">• Knowledge and understanding of The FA's National Game Strategy and how the County FA Business Plans support its delivery• Knowledge and/or experience of developing commercial sponsorships and relationship management• Knowledge and awareness of the Game within Cornwall
Enhanced DBS Check required?	YES
Full, valid driving licence?	YES





The job holder will be expected to understand and work in accordance with the values and behaviours described below.	
Cornwall FA values	Behaviours
Progressive	<ul style="list-style-type: none">We embrace new thinking in the pursuit of continuous improvement, we seek to be innovative and are passionate about taking the game forward.
Integrity	<ul style="list-style-type: none">Accountable and transparent in all our actions, setting the standards for behaviour across the game in Cornwall.
Unique	<ul style="list-style-type: none">Cornwall is a unique County; we are proud of our identity and celebrate our history and traditions whilst looking forward with new ideas and initiatives.
Inclusive	<ul style="list-style-type: none">We promote fairness, equality and respect to ensure that football is and will remain a game for everyone.
Engaging	<ul style="list-style-type: none">We take great pride in the sense of Community within the Cornish Football Family and work hard to maintain close links with our clubs, leagues, volunteers and referees. Listening to and acting on the views of young people enabling them to shape the future of football.

Job description reviewed and modified by:	Richard Pallot
Date job description reviewed and modified:	21/11/2022
Job description authorised by:	Dawn Aberdeen

Signed by job holder (on appointment):	
Date signed:	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.

