



Women's Recreational Football Centre Co-Ordinator Salary: £20ph

This post is a fixed term contract (part time) 1 hour per centre, per week over 16 weeks.

Cornwall FA is seeking a Centre Coordinator to oversee the delivery of its "Legacy" Project. The project aims to engage with female participants aged 18+ through the delivery method of turn up and play recreational football sessions.

The successful applicant will be responsible for:

- The welfare of players
- Providing support and guidance for players
- Registration of players and uploading them onto the FA Events platform
- Supporting matches on the night
- Maintaining and controlling equipment and 1st aid kit
- Time keeping to arrive and set up prior to session starting

The successful applicant will need to be suitably qualified and experienced and be passionate about and committed to the development of women's football.

Key skills and experience required: Essential

- FA Level 1 (minimum) Qualified Coach
- In-date FA DBS (Criminal Records Check)
- In-date FA First Aid Qualification
- In-date FA Safeguarding Children Certificate
- Experience in Match day Co-ordination
- Have knowledge and understanding of Women's Football
- To be approachable to players
- Willingness to work Evenings

The post is part-time with centres based at various locations and times around Cornwall – Penryn, Truro, Launceston, Penzance and Looe (All Centres will operate between Monday-Friday 6:00pm-8:00pm)

To apply, please send a CV and short (half page) covering letter highlighting why you are interested in the post, relevant experiences and location preference(s) to Andrew Heapy, Football Development Officer, either by email to Andrew.Heapy@cornwallfa.com or by letter marked 'Private and Confidential' to Andrew Heapy, 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: **Friday 18th February 2022, 9.00am.**

Interviews dates and information will be confirmed at a later date.

Cornwall FA is committed to achieving equality and fairness in employment and service delivery. We welcome applications from all sections of the community.

As this role may involve 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.