



## Small-Sided Football League Coordinator – Paignton (Casual Role- approx. 10 hours a week @ £10 per hour)

Devon FA is seeking to recruit a part time League Coordinator to support delivery of the #Devon567 small-sided football leagues, primarily based at Paignton Academy  
Our leagues run on Monday, Friday & Sunday evenings & the successful applicant will be expected to operate all three nights

### Key Responsibilities:

- Lead delivery of each league's fixture programme.
- Report to Football Development Officer at Devon FA
- Control the league administration after a match night, to include the online FA Full Time site.
- Handle customer queries, including complaints on the night
- Liaise with team managers and referees on weekly match nights.
- Deal with card payments on the evening.
- Ensure a high level of customer service.

### Essential Requirements:

- Aged 18+\*
- Strong Customer service experience
- Experience in card payment handling.
- Strong administration skills.
- Experience in working towards targets.
- Ability to build relationships.
- Competent in the use of Microsoft Office.

### Desirable Requirements:

- Competent in using the FA Full Time System.
- Previous experience in football
- Have an interest in football development
- Competent using social media & aware of good practice when using these channels
- Knowledge of football within the local area.

### Benefits:

- Free Nike Organiser kit
- Football Development Experience
- Opportunity to lead on the delivery of an FA Programme within Torbay
- Opportunity to work with County FA Staff & showcase your skill set
- On-site office facility to hot desk & operate from

### Applications:

To apply, please send a CV & covering letter explaining why you feel you are suitable for the role to:

Howard Shaddick, Football Development Officer,  
Devon FA, Coach Road, Newton Abbot, Devon, TQ12 1EJ

Or via email to [howard.shaddick@devonfa.com](mailto:howard.shaddick@devonfa.com)

The closing date for applications is **Sunday 31<sup>st</sup> October 2021**

Successful applicants will be notified by **Wednesday 3<sup>rd</sup> November 2021** if they have been offered an interview

Interviews to be held **TBC** at Devon FA / online

Start date – **w/c 8<sup>th</sup> November** (or asap)

\*The successful candidate will be required to complete a Full Criminal Records Check, provided by Devon County FA

**Devon County FA are committed to equal opportunities and welcome applications from all sections of the community.**