



Small-Sided Football League Coordinator – Paignton (Casual Role- average 9 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

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

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

The closing date for applications is midday on **Tuesday 1st September 2020**

Successful applicants will be notified by **Wednesday 2nd September 2020** if they have been offered an interview

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

Start date – **September 2020** (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.