



Administrator Role Profile

Role Title	Administrator
Reports to	Designated Safeguarding Officer & Executive Assistant to CEO

Role Purpose	
<ul style="list-style-type: none"> • Manage the Sunseeker International County Ground bookings • Provide administration support across the County FA including Refereeing and Safeguarding • Provide excellent customer service to our grassroots workforce 	

Location	Normal place of work is at the Dorset County Football Association Offices. Hybrid working available.
Working Hours	15 hours per week Hours to be discussed at interview however, Friday will be an essential day. Usual working hours are between 8:30-16:30 Monday-Friday with some evening and weekend work required
Contract Type	12 month fixed-term contract (an extension would be subject to FA funding)
Salary	£8,500 per annum

Tasks & Responsibilities	
<ul style="list-style-type: none"> • Manage and oversee facility bookings to allocate the 3G pitch and meeting room usage • Act as first contact for all facility enquiries, dealing with email and telephone bookings • Work and adhere to all policies and procedures relating to the facilities operation • Provide administrative support to the Referee Development Officer including but not limited to; course bookings, registration and appointments. • Contribute to Dorset FA's delivery of an effective safeguarding plan, including Safeguarding 365 for County FAs. • Support messaging so that under-18s in youth and open-age adult County FA-led football know how to report any concerns about their wellbeing • Liaise with the DSO and follow through on opportunities to listen to and consult with under-18s on their experience of playing, learning and volunteering • Contribute to the Equality Standard work for Dorset FA • Support the wider Dorset FA workforce 	



	Skills & Experiences	Behaviours & Commitments
Essential	<p>Demonstrable experience in an administrative role/customer-facing role (paid or voluntary)</p> <p>Proficiency in Office 365 and Microsoft Office especially Word and Excel</p> <p>Excellent communication and presentation skills</p> <p>Ability to proactively work with internal and external partners</p>	<p>Work on own initiatives and as part of a team</p> <p>Passion for football/sports development</p> <p>Ability to analyse and solve problems with a 'can do' attitude</p> <p>High attention to accuracy/detail</p>
Desirable	<p>Knowledge and understanding of The FA's National Game Strategy and how the County FA Business Plans support its delivery</p> <p>Knowledge and understanding of working with volunteers</p> <p>Knowledge of the structure and organisations within sport/football</p>	<p>Full driving licence & access to transport</p>
Enhanced DBS Check Required?		Yes
The Role Holder will be expected to understand and work in accordance with the values and behaviours described below.		
FA Value	Behaviours	
Approachable	<ul style="list-style-type: none"> To deal with everyone fairly; listen and respond within an agreed timeframe to ensure we give customers and colleagues dedicated time Represent our values and ethos in everything we do 	
Supportive	<ul style="list-style-type: none"> To be accessible and open to colleagues and customers, to develop and maintain a good working relationship To work collaboratively with colleagues 	
Passionate	<ul style="list-style-type: none"> To be enthusiastic and believe in what we are doing; believe it and dream it To love our product and know our customers To be driven and energetic in our delivery 	
Innovative	<ul style="list-style-type: none"> To be open to change and continually question the way things are done To think outside of the box; always looking for new opportunities to develop football for our community To have courage to ask for feedback and not to be frightened to fail 	
Respectful	<ul style="list-style-type: none"> Set the standard for behaviour on the grass and challenge poor behaviour To champion inclusion and diversity across all areas of the game Treat others as you would like to be treated 	
Engaging	<ul style="list-style-type: none"> To have a product that everyone wants to join To be receptive to new ideas and continually question how to get more people involved in grassroots football 	