

Vacancy: Join the team as a Football Development Administrator

An exciting opportunity has arisen to join the team at Dorset County Football Association as a Football Development Administrator.

As the Football Development Administrator, you will need to enjoy working as a team and be committed to making a positive contribution to grassroots football in Dorset. You will need to be organised, an excellent communicator, have genuine enthusiasm for the role and have strong attention to detail to help us provide an excellent service to our grassroots workforce.

Please note that this is a fixed-term role until 30 June 2025 in accordance with FA funding.

Working Hours

21 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.

Location

The successful applicant will be based at the Dorset FA Offices, Blandford Close, Hamworthy, Poole, BH15 4BF although hybrid working will be available

Salary

£11,000 per annum

How to Apply

Please send your CV along with a covering letter with subject line 'Football Development Administrator' to Zoe Pollard via email: Zoe.Pollard@dorsetfa.com or post: Dorset FA, Blandford Close, Hamworthy, Poole, BH15 4BF.

Closing Date

9am Tuesday 9th August 2022

Due to the volume of applications we receive, if you do not hear from us within 7 days of the closing date please assume that your application has not been successful.

Contact Details

For an informal discussion regarding the role please contact Zoe Pollard (Designated Safeguarding Officer & EA to CEO) via email: Zoe.Pollard@dorsetfa.com or phone: 01202 688281

Dorset County Football Association acknowledges the duty of care to safeguard and promote the welfare of children, young people and adults at risk. We are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Dorset FA is committed to equality of opportunity and welcome applications from all sections of the community.

Please complete the Dorset FA Equality Recruitment Form when applying for a role with us -
<https://forms.gle/FyBnV8hs1Va7F9F26>