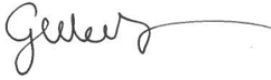


## Role Profile

<b>Job Title:</b>	Coach and Referee Education Administrator		
<b>Reports To:</b>	County Development Manager	<b>Jobs Reporting into the Job Holder:</b>	None
To work within the Hertfordshire FA Development team to administer an extensive Coach and Referee Education Programme across the county and support other administrative tasks within the organisation.			
<b>2. Principal Accountabilities/Responsibilities</b>			
<ul style="list-style-type: none"> <li>▪ Administration of the County FA Coach Education Programme- includes liaison with key partners (FA Staff, FA Education and course venues)</li> <li>▪ Deal with telephone and email enquiries from Learners, Clubs, Leagues, Schools, Tutors and Key Partners</li> <li>▪ Establish and maintain databases for all aspects of the Coach Education Programme</li> <li>▪ Support budget holders to monitor and manage budgets effectively</li> <li>▪ Support the administrative tasks to fulfil the funding requirements for North Herts College</li> <li>▪ Prepare content for the website and work closely with the marketing team to ensure it is always up to date</li> <li>▪ Other administrative tasks as required by the Football Development and Governance Teams</li> <li>▪ Understand your role in the safeguarding of children and adults at risk, offering appropriate advice and guidance as required.</li> </ul>			
<b>3. Knowledge/Experience/Technical Skills/Behaviours</b>			
<b>Essential:-</b>		<b>Desirable:-</b>	
<ul style="list-style-type: none"> <li>▪ Experience in a secretarial/administration role to include: Dealing with suppliers, maintain databases, monetary transactions</li> <li>▪ Significant experience of using Microsoft Office including Word, Excel and Outlook</li> <li>▪ Ability to adapt to new computer systems and technologies</li> <li>▪ Experience of working with volunteers</li> <li>▪ Project Management Skills</li> <li>▪ Excellent customer service skills</li> </ul>		<ul style="list-style-type: none"> <li>▪ Experience in taking bookings and payments</li> <li>▪ Knowledge of The FA National Game Strategy</li> <li>▪ Secretarial / administration qualification</li> <li>▪ Knowledge and experience of marketing and promotion</li> <li>▪ Knowledge of the FA Coaching Pathway</li> <li>▪ Knowledge of qualification frameworks</li> <li>▪ Minute taking</li> <li>▪ Driving Licence</li> </ul>	

<ul style="list-style-type: none"> <li>▪ Demonstration of equality and diversity and its application</li> </ul>	
<b>b) Behaviours – as defined in County Football Association Competency Model</b>	
<ul style="list-style-type: none"> <li>• Problem Solving</li> <li>• Teamwork</li> <li>• Communicating</li> <li>• Delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Excellence</li> <li>• Developing Self and Others</li> <li>• Leadership (only applicable for roles with line/project management)</li> </ul>
<p><b>Further Information</b></p> <p><i>Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities?                      No</i></p> <p>Where the answer to the above question is <b>YES</b> the following wording will be included in any advertisement  “As this role involves 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, which will include a Criminal Records Bureau Disclosure, to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope”</p>	
Completed by Name/Role	George Wells / Joint Acting CEO
Signature	
Date	24.10.2018