

## Role Profile

<b>Job Title:</b>	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>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>▪ Organise the distribution of resources across the County to coach education venues</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 social media work closely with the marketing team to ensure content is always up to date</li> <li>▪ Other administrative tasks as required by the Football Development and Governance Teams</li> </ul>			
<b>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> <li>▪ Demonstration of equality and diversity and its application</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>	

<b>Behaviours – as defined in County Football Association Competency Model</b>	
<b>Essential:-</b>	<b>Desirable:-</b>
<ul style="list-style-type: none"> <li>• Customer Excellence</li> <li>• Problem Solving</li> <li>• Teamwork</li> <li>• Communicating</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery</li> <li>• Developing Self and Others</li> </ul>
<b>Further Information</b>	
<p><b><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></b></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	Karl Lingham – Joint Acting CEO / County Development Manager
Signature	
Date	12/01/2018