



## Role Profile

<b>Job Title:</b>	Coach and Referee Education Administrator	<b>Reports To:</b>	Head of Football Development & Investment	<b>Grade:</b>	N/a
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### Role Purpose:

To work within the Hertfordshire FA Football Development team to administer an extensive Coach and Referee Education Programme across the County and support other administrative tasks within the organisation.

**Direct Reports:** N/A

### Key Accountabilities:

- Administration of the County FA Coach Education Programme- includes liaison with key partners (FA Staff, FA Education FA Tutors and course venues)
- Deal with telephone and email enquiries from Learners, Clubs, Leagues, Schools, Tutors and Key Partners
- Establish and maintain databases for all aspects of the Coach Education Programme
- Support budget holders to monitor and manage budgets effectively
- Prepare content for the website and work closely with the marketing team to ensure it is always relevant and current
- Other administrative tasks as required by the Football Development and Governance Teams
- Understand your role in the safeguarding of children and adults at risk, offering appropriate advice and guidance as required
- Support County Coach Developer and Coach Development Officer with funding requirements and general administration duties

### General

- Represent the Association at relevant local, regional and national meetings and conferences
- Undertake any other duties reasonable requested by your line manager or CEO

## Living the CFA Group Values through Our Behaviours

### FA Behaviours:

- **Progressive** - We embrace new thinking in the pursuit of continuous improvement  
Innovation, Creative, Future thinking, Ground-breaking, Problem Solving, Challenge
- **Respectful** - We set the standards for respectful behaviour across the game  
Maintaining Standards, Role modelling, Respecting others' opinions and values
- **Inclusive** - We champion and ensure that football is and will remain a game for everyone  
Championing, Supporting, Including, Leading, Collaborative
- **Determined** - We are tenacious and accountable to each other in serving the whole game and doing the right thing  
Driven, Stamina, Tenacious, Focused, Resilient
- **Excellent** - The very best outcome can only be achieved by sustained excellence in performance  
Be the best you can be, Striving for success, Excelling, Exceeding expectations

### County FA Behaviours:

- **Trust** – I trust my colleagues to deliver with quality
- **Respect** – I respect the opinion of those around me
- **Teamwork** – I will listen and empathise to build trusted relationships
- **Efficiency** – I will encourage new and simple ways of working
- **Honesty** – I work transparently and confidentially

# Hertfordshire FA



Essential Skills:	Desirable Skills:
<p><b>Knowledge/Technical Skills/Experience</b></p> <ul style="list-style-type: none"> <li>▪ Experience in a secretarial/administration role to include: Dealing with suppliers, maintain databases and 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>▪ Driving Licence</li> </ul>	<p><b>Knowledge/Technical Skills/Experience</b></p> <ul style="list-style-type: none"> <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> </ul>
<b>Enhanced CRC Check Required:</b>	YES
<b>Clean Full Driving Licence:</b>	YES

<b>Created by:</b>	Steve Maker
<b>Date Role Profile Created:</b>	20/06/2019
<b>Signed by Role Holder:</b>	