**Middlesex Football Association**

**Role Description: Disability League Match Day Coordinator**

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| **Role** | Disability League Match Day Coordinator |
| **Salary** | £30 per match day |
| **Location** | Goals Soccer Centre, Ruislip, Victoria Road, HA4 0JE |
| **Working Hours** | First Sunday of each month (Sept – June) between 11am – 1pm |
| **Reports to** | Inclusion Officer |

Middlesex FA are currently looking for a highly organised individual to support the delivery of Middlesex FA’s PAN Disability League. Middlesex FA welcomes candidates of all ability levels.

Middlesex FA’s PAN Disability League has been running for over 10 years and provides disabled players the opportunity to take part in competitive football. With over 20 teams getting involved on competition days, Middlesex FA are looking for an individual to help organise the league on match days.

This is an exciting opportunity for the successful candidates to learn more about disability football, sport development and competition management.

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| **Role purpose(s)** |
| * To support the delivery of Middlesex FA’s PAN Disability League * Work with the Inclusion Officer to finalise teams and competition structure the week prior to competition * To be the main point of contact on match days for teams, coaches, parents/carers and officials * Organise referees to correct pitches * Organise teams to correct pitches * Answer any questions raised on the day * Promote any Middlesex FA marketing campaigns if appropriate |

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| **Essential** | **Desirable** |
| Passionate about working in disability football | To have experience working with disabled people |
| Exceptional organisational skills | First Aid trained |
| Exceptional customer service | Knowledge of The FA’s National Game Strategy. |
| Outstanding communication skills |  |
| Excellent time management |  |
| Ability to work independently and as part of a team. |  |
| Excellent problem-solving and decision- making skills. |  |
| FA Safeguarding Adults Training\* |  |
| FA Safeguarding Children Training\* |  |
| FA DBS check\* |  |

**Key Skills and Experience:**

\*Please note, Middlesex FA can support successful candidate in obtaining essential training/checks.   
  
This role description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities, skills, experience and behaviors might differ from those outlined and other duties, as assigned, might be part of the role.

**Application Form**

If you are interested in this position please fill out application and return by emailing [info@middlesexfa.com](mailto:info@middlesexfa.com) or return by post to **Middlesex FA, Rectory Park, Ruislip Road, Northolt, UB5 5FA.**

**Why are you interested in this position?** (maximum 500 words)

If you have any questions regarding the vacancy please email [development@middlesexfa.com](mailto:development@middlesexfa.com) or call/text **07809 408 773**