



Job Description and Person Specification

Job title	Management Administrator
Reports to	Chief Executive Officer

Job purpose(s)	
<ul style="list-style-type: none"> To act as a personal assistant to the Chief Executive Officer. To assist the Senior Management Team with administration processes. To assist the Management Accountant with administration processes. To support delivery of The FA National Game Strategy and the Middlesex FA Business Strategy. 	
Direct reports	N/A

Location	Office based (Middlesex FA HQ, UB5 5FA) with some travel across the county.
Working hours	35 hours per week. Flexible working hours between 8:00am – 6:00pm. Some evening and weekend work will be required.
Contract type	Permanent
Starting salary	£18,500 per annum

Responsibilities	
<ul style="list-style-type: none"> Support the CEO and SMT with administration processes Act as Secretary to the Middlesex FA Board, MCFC Board and Council Meetings or any other meetings where required Support our volunteers on the Board and Council where required Provide phone and email support to our customers Utilise Fresh Desk to support grassroots clubs, leagues and volunteers Execute tasks as required to meet the Middlesex FA changing priorities To provide administrative assistance to the Management Accountant Support the management of incoming monies paid to the Association and MCFC (Rectory Park) Support the management of payments across the Association and MCFC (Rectory Park) Support the management of invoicing and debt recovery for the Association and MCFC (Rectory Park) Process payments over the phone from our customers To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs. Contribute to ensuring that safeguarding and equality are embedded throughout the Middlesex FA and grassroots football. 	

Person specification	
Qualifications	
Essential <ul style="list-style-type: none"> Educated to A Level or equivalent. 	Desirable <ul style="list-style-type: none"> Qualification in Finance
Skills and Experience	
Essential <ul style="list-style-type: none"> Experience of working within a personal assistant and/or administrator role 	Desirable <ul style="list-style-type: none"> Knowledge of League and Club Structures An understanding of FA Regulations and Sanctions.



<ul style="list-style-type: none"> • Working experience using Microsoft Office and the ability to adapt to using modern technology, whilst championing innovation • An ability to engage with both the paid and volunteer workforce • Experience of processing payments and confidence in chasing debt • Diplomacy and the ability to deal with confidential information • Ability to analyse data • Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice • Ability to work independently and as part of a team • Excellent time management and prioritisation skills • Excellent problem-solving and decision-making skills • Outstanding communication and presentation skills • Exceptional customer service • Minute and Report-writing skills 	<ul style="list-style-type: none"> • Knowledge of FA Systems • Negotiating skills • Knowledge of Xero or other accounting packages
Enhanced DBS Check required	YES
Clean, full driving licence?	YES

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
FA value	Behaviours
COMMITTED	We are committed to doing the right thing. Governing the game in a way that's fair to all and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity.
CREATIVE	We are creative. Adopting creative solutions to ensure we stay ahead of the game and meet the needs of our football community. We will focus on the future and learn from the past.
COLLABORATIVE	We are collaborative. We will engage with local and national partners to offer benefits to our football community. We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are meeting their needs and listening to their feedback. We will collaborate with each other to share knowledge, provide feedback and work as a team to meet our common goal.
CONNECTED	To be connected. We are connected to the community we serve, implementing a customer-focused approach that puts the participant at the heart of what we do.

Benefits of working at Middlesex FA
<ul style="list-style-type: none"> • Flexible working, combining office and home locations to suit your needs and the business • Workplace pension scheme • A day off on your birthday • Access to the cycle to work scheme



- Free Nike Staff Uniform every year
- Employee Assistance Programme
- Customer Service Awards
- Access to FA Cup Final Tickets and England Tickets at Wembley
- Opportunity to be part of the Health and Wellbeing Group (This group supports all staff on a range of topics such as fundraising for our Charity Partner, Health and Fitness, Wellbeing Workshops, Staff Socials and much more)
- 2 Volunteering days a year (to take place in Middlesex)
- Personal Development Budgets
- Professional Development Plan
- 20 days annual leave as standard
- Additional Days leave after 5 years' service
- 15% Staff Discount at Rectory Park

Job description reviewed and modified by:	Kayleigh Saunders, Head of Football Services
Date job description reviewed and modified:	04/07/2022
Job description authorised by:	Leigh O'Connor

How to apply	Submit your CV and Cover Letter on the link below. https://middlesexfa.peoplehr.net/Pages/JobBoard/Opening.aspx?v=587cbce1-9239-41f1-ac08-e6eee4279a7a
Deadline for applications:	4 th August 2022
Interview Date:	12 th or 15 th August 2022

Signed by job holder (on appointment):	
Date signed:	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.