**Job Description **

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| **Job Title: Project Administrator** | **Department: Operations** |
| **Based: NFA Head Office** | **Report: Business Manager** |
| **Hours: 15 hours a week (2 days)** |  |
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**Job Purpose:**

To provide administration support to the Business manager to manage/deliver high profile/impact Projects for the Business Manager. Provide high quality administration support to internal and external customers and stakeholders.

**Key Responsibilities:**

* Administration support to the Business Manager
* High profile/impact projects

**Non Essential Job Functions:**

* Data cleansing
* Telephone/Customer Service

**Key Internal Relationships:**

* Business Manager
* Senior Administrator
* County Administrator
* Head of Development
* NFA Board and Council

**Key External Relationships:**

* Football Association and Other County FAs
* Leagues and Clubs

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| This job description is an overview and is NOT intended to be all-inclusive. Employees may be asked to perform other duties as agreed in order to meet the ongoing needs of the organisation.  |