



Job Title: Football Administrator

Job Purpose:

- To be the first point of contact with customers and deal with enquiries.
- To assist in the efficient running of the Company.
- To support delivery of The FA National Game Strategy in partnership with key stakeholders.

Key Responsibilities:

- Deal with telephone enquiries and customers
- Deal with the daily post
- Support with the administering of discipline
- Provide advice and support to clubs, leagues, referees and volunteers dealing with discipline
- Support in dealing with reports of discrimination and/or safeguarding concerns
- Support the renewal process for the sanction of leagues and competitions, affiliation of clubs and registration of referees
- Undertake the administration of referee training and coach education courses and workshops
- Support the development of the Whole Game System, and other bespoke FA packages, across the county; ensuring leagues, clubs, referees, players and coaches understand the full functionality and how it can support them
- Help with administering schools competitions
- Support the delivery team in their areas of work with clubs, leagues, schools and other partners
- Use modern and effective marketing and communication methods to raise awareness and improve perception of the Oxfordshire FA
- Support the implementation and communication of new structures, rules and regulations to stakeholders
- Support budget holders to monitor and manage budgets effectively
- Provide support to the administration team on a daily basis
- Carry out any other duties prescribed by the Chief Executive Officer.

Job Skills & Abilities

- Passionate and committed to the development of football at a local level.
- Able to work under pressure, handle multiple priorities and meet deadlines.
- Exceptional customer service, work as part of a team with excellent planning, communication and presentation skills
- Knowledge of Microsoft Office
- Positive approach to providing excellent customer service