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| A picture containing logo  Description automatically generated | **United Kingdom Armed Forces Football** Patron: Her Majesty The QueenChairman: Air Commodore Simon Harper OBE MA RAF | A picture containing logo  Description automatically generated |

Deputy Chairman

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Reference: UKAFF/Vacancies/002

Dated: 15 Nov 2021

**INVITATION TO APPLY FOR THE POSITION OF BUSINESS MANAGER TO THE UNITED KINGDOM ARMED FORCES FOOTBALL (UKAFF)**

1. UKAFF is the pinnacle of military football. UKAFF has the following aims:
2. To promote the image and improve the standard of UK Armed Forces (Service) football.
3. To provide Service Personnel from all 3 Services with the opportunity to play together at a highest possible level within Defence.
4. To provide Service Personnel from all 3 Services with the opportunity to coach and referee at the highest possible level within a Defence.
5. To win the Kentish Cup (men) and the Presidents Cup (women) and to maintain a fixture calendar of high quality international fixtures.
6. Provide the means to support Defence Engagement activity, where the opportunity and resource exists to do so.
7. Provide governance and oversight of the annual Inter-Service competitions.

2. In line with the UKAFF Constitution, applications for this voluntary position are sought from individuals interested in being appointed from 01 July ‘22[[1]](#footnote-1). The successful applicant will be invited to shadow the Army FA Secretary[[2]](#footnote-2) from the 1 Feb ’22 before taking over after confirmation of appointment during the UKAFF AGM.

3. The Terms of Reference for this voluntary position can be seen at annex A. Applications should, in the first instance, be made to the UKAFF Deputy Chairman (Lt Col Rob Swan, Rob.Swan@trade.gov.uk) by the 17th Dec 2021. Please note that you may be required to attend an interview.

Annex:

1. Terms of Reference for UK Armed Forces Business Manager.

Annex A To

UKAFF/Vacancies/002

Dated 15 Nov 2021

**BUSINESS MANAGER OF UK ARMED FORCES FOOTBALL - TERMS OF REFERENCE**

**UKAFF Objectives**

1. The objectives of UKAFF are:

1. To promote the image and improve the standard of UK Armed Forces (Service) football.
2. To provide Service Personnel from all 3 Services with the opportunity to play together at a highest possible level within Defence.
3. To provide Service Personnel from all 3 Services with the opportunity to coach and referee at the highest possible level within a Defence.
4. To win the Kentish Cup (men) and the Presidents Cup (women) and to maintain a fixture calendar of high quality international fixtures.
5. Provide the means to support Defence Engagement activity, where the opportunity and resource exists to do so.
6. Provide governance and oversight of the annual Inter-Service competitions.

**Terms of Reference**

2. The UKAFF Business Manager is to:

a. On behalf of the UKAFF Executive Committee (EC), act as the point of contact to the RAF Sports Federation who hold and manage the UKAFF count of a day-to-day basis.

b. Ensure that the financial administration of UK Armed Forces Football satisfies its duties and responsibilities as per policies of the UK Armed Forces Sports Board, Single Service Football Associations and the rules and regulations of the National Governing Body, The FA.

c. Liaise with the Chairman to ensure that the finances of UKAFF are run and kept as to allow for all financial obligations and commitments to be met.

d. In conjunction with the RAF Sports Federation ensure UKAFF accounts are independently audited and present End of Year Accounts (31 May) to the Committee at each AGM which are usually held in July of each year.

e. In conjunction with team managers, prepare and present a 5 year financial plan / forecast to the Committee at each and every meeting.

f. To authorise and make payments as required to enable the day to day running of UKAFF.

g. To oversee and be responsible for the running of the UKAFF bank account in accordance with requirements of the bank and the UK Armed Forces Sports Board.

h. To keep and maintain an asset register of all items and their value, including kit in liaison with kit managers, that belong to UK Armed Forces Football.

i. To ensure that insurance policies are placed each year to cover assets and travel abroad which is not covered with UK Armed Forces Sports Board authority (i.e. cancellation and off duty times).

j. Assist the Committee in maximising income through various funding streams and sponsorship to ensure that the UKAFF remains in a positive financial position and can deliver against its objectives.

k. To ensure all Safeguarding requirements are adhered to at all times.

**Equal Opportunities Responsibilities**

3. You are responsible for ensuring that your personal conduct and that of your staff is in strict accordance with the terms of the MoD Equal Opportunities Directive.  In particular you are to ensure that:

1. Your behaviour and personal conduct is exemplary and that you treat all your colleagues with fairness, decency and respect.
2. Your staff reflect the example you set in sub-para a.
3. The use of racist or sexist language or the use of inappropriate nicknames ceases.
4. You foster an environment where personnel feel able to register a complaint.
5. Any complaints are investigated swiftly and sensitively.

**Health and Safety Responsibilities**

4. Under the terms of the Health and Safety at Work Act 1974, you are responsible for taking reasonable care for the health and safety of yourself and others that may be affected by your acts or omissions.  You are to comply with all published safety regulations and conditions.

5. You are responsible for the health and safety of all staff under your control, to ensure that appropriate Safety Management Plans are in place for all UKAFF fixtures and events.

**Additional Responsibilities**

6. Terms of Reference.   You are to read and agree to these Terms of Reference which will be re-issued as and when required.

7. I hereby certify that I have read and understood my TORs and that I have received a signed copy for my retention.

Signature     ……………………….……..   Name ……………………………..

Date ……………………………..

Air Commodore S Harper Signature     ……………………….……..
Chairman
UK Armed Forces Football Date ……………………………..

1. Appointments to be confirmed at the UKAFF AGM in June ‘22. [↑](#footnote-ref-1)
2. The Army FA Secretary currently acts as the UKAFF Treasurer. [↑](#footnote-ref-2)