|  |  |  |
| --- | --- | --- |
| 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

Lt Col Rob Swan

Department for International Trade

Old Admiralty Building

London

SW1A 2DY

Mob: 07464 518893

E-mail:Rob.Swan@trade.gov.uk

Reference: UKAFF/Vacancies/001

Dated: 15 Nov 2021

**INVITATION TO APPLY FOR THE POSITION OF SECRETARY 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 Deputy Chairman 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 Secretary of UK Armed Forces Football.

Annex A To

UKAFF/Vacancies/001

Dated 15 Nov 2021

**SECRETARY 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 Secretary is to:

1. Act as Secretary of the UKAFF Executive Committee (EC). To arrange up to 3 meetings a year, with one of its meetings being an AGM.
2. Ensure that the administration of the Committee 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.
3. Liaise with the Chairman to determine what matters should be addressed at meetings. Develop and issue agendas and calling notices for meetings, providing at least 14 days’ notice.
4. Take minutes and actions at all meetings and issue thereafter in a timely fashion.
5. Ensure that fixtures, training camps and meetings are advised to the Secretary of the UK Armed Forces Sports Board to ensure that Authority is given. All participants and Committee are to be provided with Duty Status and Travel Authority references which are to be annotated on calling notices and Admin Orders.
6. To act as initial main point of contact with outside bodies to progress fixtures and relationships.
7. In conjunction with team managers, raise and issue the Administration Order and invitation files for the Kentish Cup to competing nations and UKAFF Committee. Team Admin Orders are to be delegated to and are the responsibility of the team General Managers to issue.

1. Be the main point of contact and act as a conduit to the Single Services secretaries on all related football matters, including the arranging of dates for Inter-Service fixtures.
2. Ensure sufficient stock or UKAFF ties, pennants and caps for presentation to qualifying UKAFF players, staff and officials.
3. Be responsible for the filing and updating of the Kentish Cup rules. Any changes to be agreed with all other competing nations.
4. 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.
5. 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. 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)