

Role Profile.



FOR ALL

Job title	Football Education Administrator
Reports to	Football Development Manager

Job Title:	Football Education Administrator	Reports To:	Football Development Manager	Grade:	N/a
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Role Purpose:	
<ul style="list-style-type: none"> To organise, promote and administer a high-quality education and training programme across Sheffield & Hallamshire County FA. To support the delivery The FA National Game Strategy and the Sheffield & Hallamshire County FA Business Strategy. To contribute to the effective implementation of The FA's Safeguarding 365 - Operating Standard. 	
Direct Reports:	None

Location	The role will be based at the County FA Offices – 204 Meadowhall Road, Sheffield, however home working is a feature of this position. The post holder may be required to attend meetings and training away from the office.
Working hours	The role will be 14 hours (2 days) per week, as agreed with the Football Development Manager. In order to meet the needs of the business and its customers flexibility including some evening and weekend working will be required.
Contract type	Part Time - Fixed Term to June 2024

Responsibilities	
<ul style="list-style-type: none"> To manage a calendar of education courses To organise and provide full administration support including utilising online administration systems to deliver the CFA's education programme. To administer the booking of venues, tutors and resources. To maintain a course booking system and to deal with correspondence with learners, telephone, email and other enquiries. To liaise with the Marketing & Communications Officer to promote courses Work with the Referee Development Officer to support the recruitment, retention and development of referees. Support with the registration of referees and the issuing of referee ID cards. To support Education Programme budget holders to monitor and manage budgets effectively. Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within the Education programme. Ensure that the CFA effectively implement and maintain the FA's Safeguarding 365 - Operating Standard within Football. 	

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- Contribute to ensuring that safeguarding and equality are embedded throughout the Sheffield & Hallamshire County FA and grassroots football.
- Ensure compliance with CFA's health and safety policies
- Execute additional tasks as required in order to meet CFA's changing priorities

Person Specification	
Essential Skills:	Desirable Skills:
Knowledge & Experience <ul style="list-style-type: none">• Ability to work independently and as part of a team• Experience of carrying out administration tasks to a high level• Ability to work to work to a plan and meet key deadlines• Exceptional customer service• Capability to create reports, budgets and plans Skills <ul style="list-style-type: none">• Excellent communication skills• Extensive Experience and competence with Microsoft Office (Word, Excel, Power Point)	Knowledge & Experience <ul style="list-style-type: none">• Knowledge of The FA Coaching Qualification Framework• Coaching pathways• Regularly utilise monitoring, evaluation and reflective practise to gain insight to inform decision making Skills
Enhanced FA DBS Required:	No
Clean Full Driving Licence:	YES

Job description reviewed and modified by:	Simon Frost
Date job description reviewed and modified:	September 2020.

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