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Job Description and Person Specification

Job title	League Coordinator
Reports to	Senior Football Development Officer (Pathways)

Job purpose(s)	
<ul style="list-style-type: none"> To support delivery of The FA National Game Strategy and the Sheffield & Hallamshire County FA (SHCFA) Business Strategy To lead on the administration of SHCFA administered leagues To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs To support the adoption of FA technology systems across grassroots football To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time 	
Direct reports	N/A

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 35 hours per week, typically working hours will be Monday to Friday. However, in order to meet the needs of the business and its customers evening and weekend working will be required.
Contract type	The role is fixed term until 31 st August 2023

Responsibilities	
League Coordinator Responsibilities	
<ul style="list-style-type: none"> Carry out all administration duties relating to the running of 11 aside and small sided leagues Support Football Development Officers with the recruitment and retention of players, teams, and clubs Work with the SCHFA Marketing and Communications Officer to support the promotion, marketing, and customer feedback throughout the season Develop constructive working relationships with the key stakeholders and maintain regular contact to promote collaboration and sharing of good practice Support the review and development of competition and league structures to ensure they meet the needs of all players Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app, Club and Competition Portal, and Full-Time). Ensure SHCFA administered leagues fully comply with relevant Standard Code of Rules (adult and youth) prior to sanctioning Communicate and implement The FA Respect 'We Only Do Positive' campaigns and activations that support the environment and improve participant and spectator behaviour and expectations. 	
Safeguarding Responsibilities	
<ul style="list-style-type: none"> Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within football development programmes Support messaging so that under-18s and adults at risk in open-age adult grassroots football know how to report concerns about their wellbeing Listen to and consult with under-18s on their experiences of grassroots football as part of the Sheffield & Hallamshire County FA youth engagement strategy Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football 	



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- Contribute to ensuring that safeguarding and equality are embedded throughout the Sheffield & Hallamshire County FA and grassroots football

Additional Responsibilities

- Ensure that grassroots football is inclusive, diverse and reflective of local communities
- Use national and local data, research and customer insight to increase participation in grassroots football
- Provide general administration support to safeguarding programmes, activities, events and communications
- Execute tasks as required to meet the Sheffield & Hallamshire County FA changing priorities

Person specification

Qualifications

Essential

- GCSEs at Grade C (or equivalent) in English and Maths

Desirable

- A qualification in sports development

Skills

Essential

- Ability to work independently and as part of a team
- Excellent organisational skills and the ability to prioritise workload effectively
- Excellent problem-solving and decision-making skills
- Ability to communicate effectively and in a manner appropriate to the audience
- Commitment to delivering exceptional standards of customer service
- Excellent IT skills, including the use of Microsoft Office applications
- Attention to detail and an ability to manage accurate recording and reporting of information.

Desirable

- Ability to work with a range of different stakeholders e.g., clubs to support and offer training to ease their administration

Knowledge and experience

Essential

- Practical experience of sports/football development and involvement in a club or league
- Administrative experience
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality

Desirable

- Understanding of the FA Standard Code of Rules
- Experience in the running and development of sport leagues and services
- Practical experience of sports/football development.
- Knowledge of The FA's National Game Strategy
- Knowledge and understanding of working with volunteers
- Experience of project management
- Understanding of FA Platforms
- Experience of utilising mapping programmes to support strategic and logistical planning



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Enhanced DBS Check required?	No
Clean, full driving licence?	Yes

Job description reviewed and modified by:	Leon Dearn, Senior Football Development Officer
Date job description reviewed and modified:	August 2022
Job description authorised by:	Simon Frost, General Manager

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

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.