

JOIN OUR TEAM

FOOTBALL ASSISTANT

APPLICATION PACK



For ALL



AN INTRODUCTION TO WILTSHIRE FA

Wiltshire FA is the not-for-profit, governing body of football in Wiltshire. With 1000 teams and in excess of 19,000 players of all ages and abilities playing in the County, Wiltshire FA is proud to support football For All.

We offer administration and support to players, clubs and leagues to ensure our game is positive and inclusive. We believe our game should be played with RESPECT.

We offer professional training to enhance the skills of the football workforce and develop the next generation of coaches, referees, medics and administrators.

We deliver programmes and support facilities to inspire people to take part in football making sure there are enjoyable and accessible opportunities For All.

ABOUT THE ROLE OF FOOTBALL ASSISTANT

We are looking to recruit a dynamic individual to support the day to day operations of the Wiltshire County FA.

The Football Assistant is responsible for supporting the Football Development and Football Services departments and reports directly to the Football Services Manager.

For more about Wiltshire FA please visit the website wiltshirefa.com

WHAT ARE WE LOOKING FOR?

Someone who;

- Has administrative experience with good IT skills
- Is passionate about sport/football development
- Possesses an enthusiasm for customer excellence
- Has a good understanding of compliance – especially regarding safeguarding.
- Is commitment to improving grassroots football
- Can work under pressure, handle multiple priorities and meet deadlines.
- Can demonstrate team working skills.
- Is willing to work both unsupervised and under their own initiative.
- Can commit to working at a variety of shifts including daytime, evenings and occasional weekends.

WHAT CAN WE CAN OFFER IN RETURN?

- A generous holiday allowance of 28 day a year (pro-rot)
- Payment in line with National Living Wage
- A commitment to learning & development – where we invest in our people, offering coaching and mentoring programmes along with technical and professional development and qualifications.
- An opportunity to be part of a forward thinking, progressive business.
- The chance to work with key strategic stakeholders within both the grassroots and the professional game.
- An opportunity to be part of a not-for-profit organisation that delivers excellence in Grassroots football for it's thousands of player, coaches and volunteers.

HOW DO I APPLY?

If you are interested and would like to be considered, please complete the application form and return it by email before 5pm on **Thursday 17th September 2020**.

- 1.) Review the role description provided with this application pack and ensure you have both the resource and skill set available to conduct the role.
- 2.) Complete the application form and ensure that the application form is returned no later than 5pm on Thursday 17th September 2020
- 3.) Return the valid documents to Emma Cottier-Small on emma.cottier-small@wiltshirefa.com or send via post to **Emma Cottier-Small, Green Lane Playing Fields, Green Lane, Devizes, SN10 5EP**

Any applications which are either not valid at the deadline or received following the deadline will not be accepted.

Interviews will take place on Thursday 24th September 2020 at Wiltshire FA, Green Lane Playing Fields, Green Lane, Devizes SN10 5EP.

HOW CAN I FIND OUT FURTHER INFORMATION?

Should you wish to find out more about the role and the opportunity then please contact Emma Cottier-Small via email on Emma.Cottier-Small@WiltshireFA.com or via phone 01793 486047.

IS THERE ANYTHING ELSE I NEED TO KNOW?

As this role will involve direct access to young people under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening and reference process, which will include a DBS Check, to ensure their suitability for the role.

The successful applicant will be required to have a full driving license and access to a vehicle.

Wiltshire FA is committed to equality of opportunity and welcomes applications from all sections of the community.

