



**FOR ALL**

**FOR WILTSHIRE**

## Job Description: Football Development Administrator

<b>Role</b>	Football Development Administrator
<b>Contract Type</b>	Permanent
<b>Hours per week</b>	Full Time
<b>Salary</b>	£16,000
<b>Location</b>	Flexible working to be negotiated, the permanent role is set to change to Green Lane, Devizes, Wiltshire, SN10 5DS as of early 2020.
<b>Reports To</b>	Senior Football Development Officer

Wiltshire County FA is the not-for-profit, governing body of football in Wiltshire. We grow participation, promote diversity and regulate the sport for everyone to enjoy. With over 19,000 players, 1,000 affiliated clubs, 406 referees, Wiltshire County FA is proud to support football for all.

The Association is set for transformational change during 2020 as we prepare to relocate into our new £1.7m purpose-built football 'hub' facility in Devizes. The new facility promises to be a beacon for football in Wiltshire that services the entire community and to ensure success we are seeking to recruit a Football Development Administrator.

The successful candidate will lead all aspects of the Coach & Referee Education programmes at the Wiltshire FA, supporting the association to deliver against the vision and objectives set within our corporate strategy 2018-2021.

The post holder will report to the Senior Football Development Officer and full details of the position can be found within the role profile and a snapshot can also be found below:

### Job Purpose

- To support the delivery of The FA National Game Strategy
- Co-ordinate the Wiltshire County FA Coaching & Referee Education Programme
- Raise the profile of our Coach & Referee Education programme
- Be pro-active and communicate effectively with customers on a daily basis
- Support the delivery of the County Strategy in partnership with key partners

The successful candidate will be driven and committed to developing grassroots football within Wiltshire. They will have excellent communication skills and place high importance on customer service and demonstrate a 'can do' attitude. They will be motivated to work individually and within a team and be willing to work flexible hours as and when required.

Further information on the role can be found on [www.wiltshirefa.com](http://www.wiltshirefa.com) or by calling the office on 01793 486047 and speaking to Tim Hall.

County Offices  
Units 2 & 3  
Dorcan Business Village  
Murdock Road  
Dorcan  
Swindon  
SN3 5HY

01793 486047  
info@wiltshirefa.com  
@WiltsCountyFA

[www.wiltshirefa.com](http://www.wiltshirefa.com)



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**To apply:** Please submit a CV and cover letter clearly outlining how you meet the job specification and sent to (CVs on their own will not be accepted):

**Email:** Tim Hall at [tim.hall@wiltshirefa.com](mailto:tim.hall@wiltshirefa.com)

**Post:** Tim Hall, WCFA, Units 2 & 3 Dorcan Business Village, Murdock Road, Swindon, SN3 5HY

Wiltshire County FA offers all employees a generous allocation of 28 days annual leave (pro rata) + Bank Holidays, 3% contributory pension and training opportunities.

**Closing date:** Friday 31<sup>st</sup> October 2019 (12pm)

**Interviews:** Thursday 14<sup>th</sup> November 2019

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

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