



Wiltshire County FA Football Development Administrator Vacancy

Job Title:	Football Development Administrator	Reports to:	Senior Football Development Officer
Contracted Hours:	35 hours: 9.00am-5.00pm	Salary range:	Dependant on experience

An exciting opportunity has arisen to join the team at Wiltshire County Football Association who are seeking an experienced administrator to co-ordinate our Coach & Referee Education Programme.

Mission statement:

“To **LEAD** football within Wiltshire. To Listen, Educate, Administer and Develop the game.”

Specific areas of work:

- Co-ordinate the Wiltshire County FA Coaching & Referee Education Programme annually to best serve our volunteer workforce ensuring all courses are operated in accordance with FA Education, funding partners and 1st4sport requirements.
- Positively raise the profile of our Coach & Referee Education programme, including promotion of all opportunities on our County FA website, through social network and local media
- Be pro-active and communicate effectively with our customers on a daily basis by e-mail and by telephone
- Support the delivery of the Wiltshire County FA 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.

Please refer to the role profile for more details or for an informal discussion about the role please contact Mark Young (Football Development Manager) on 01793 486047 or 07739 514201.

The benefits package includes a generous allocation 28 days annual leave + Bank Holidays, a 3% contributory pension and training opportunities. The post holder will be required to work in the County Office currently based at Units 2/3 Dorcan Business Village, Murdock Road, Dorcan, Swindon, SN3 5HY. However with planning permission currently submitted for Green Lane, Devizes if successfully granted Devizes will become the County FA HQ where staff will be based.

To apply:

Please send your CV and Covering Letter demonstrating how you meet the requirements of this role. Please also complete the Equality Monitoring Form and return all the above documents to:

Mark Young, Wiltshire County FA, Units 2/3 Dorcan Business Village, Murdoch Road, Swindon, SN3 5HY or email: mark.young@wiltshirefa.com marking all correspondence ‘Private & Confidential’.

Closing date: 12.00pm Friday 23rd November 2018 **Interviews:** Friday 30th November 2018

As this role involves regulated activity with children or young people under the age of 18, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. The induction process shall also include specific safeguarding training.

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