

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

1. Job Purpose	
<ol style="list-style-type: none"> 1. 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. 2. 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 3. Be pro-active and communicate effectively with our customers on a daily basis by e-mail and by telephone 4. Support the delivery of the Wiltshire County FA County Strategy in partnership with key partners 	
2. Principal Accountabilities/Responsibilities	
<ul style="list-style-type: none"> ▪ Organise and administer Coaching, Medical, Safeguarding Children, Equality, Referee and other courses; including the strategic planning and booking of courses, allocation of course staff, promotion of courses, processing customer bookings/fees, ordering of resources, maintaining databases and course budgets ▪ Regularly communicate with County Coach Developer & FA Tutors & Develop professional working relationships with all Coach Education venues ▪ To provide a high quality administrative support to the Football Development Team, with particular focus on the administration of the overall Coach & Referee Education programme and ensure all courses are operated in accordance with FA Learning, funding partners and 1st4sport requirements utilising systems including LMS, Participant & EMS. ▪ To positively contribute to the Wiltshire County FA Football Development Team, ensuring high standards are maintained in all aspects of work and actively demonstrate Wiltshire County FA values ▪ Support County FA Staff to draft correspondence, type letters and reports, produce and edit PowerPoint presentations, support budget holders to monitor and manage budgets ▪ Deal with telephone and email enquiries; providing a very high level of customer service to internal and external customers ▪ Use modern and effective marketing and communication methods to raise awareness and improve perception of the County FA ▪ Positively raise the profile of football, including promotion of all opportunities on County FA website, through social network and local media ▪ Attending meetings and providing appropriate meeting notes or minutes as and when required 	

3. Knowledge/Experience/Technical Skills/Behaviours	
<p style="text-align: center;">Essential:</p> <ul style="list-style-type: none"> ▪ Proven track record of providing support in a similar role. ▪ Significant experience of using Microsoft Office including Word, Excel, PowerPoint and Outlook in a previous role. ▪ Demonstrates a working understanding of inclusion, equality and anti – discrimination, safeguarding and best practice ▪ Experience of managing website content, e-newsletters and other form of modern communication 	<p style="text-align: center;">Desirable:</p> <ul style="list-style-type: none"> ▪ An understanding of The FA National Game Strategy ▪ Secretarial / administration qualification ▪ Knowledge and experience of marketing and promotion ▪ Full driving licence and access to a car
4. Behaviours – as defined in County Football Association Competency Model	
<p style="text-align: center;">Essential:</p> <ul style="list-style-type: none"> • Problem Solving • Teamwork • Communicating • Delivery • Customer Excellence • Developing Self and Others 	<p style="text-align: center;">Desirable:</p> <ul style="list-style-type: none"> ▪ Leadership
5. Further Information	
<p>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:</p> <p style="text-align: center;">Mark Young, Wiltshire County FA, Units 2/3 Dorcan Business Village, Murdoch Road, Swindon, SN3 5HY or email: mark.young@wiltshirefa.com</p> <p>Please note that the closing date for applications is 12.00pm on Friday 23rd November 2018. Interviews will take place on Friday 30th November 2018</p> <p>Wiltshire County FA is committed to equality of opportunity and welcome applications from all sections of the community.</p>	

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.