**Football Administrator (Development)**

March 2016

The Sussex County Football Association Limited is seeking to recruit a Football Administrator (Development) to carry out aspects of the administration within the Sussex County Football Association. A person specification is attached.

The successful applicant will report to the Development Manager and thereafter to the Chief Executive.

Applicants should be computer literate with good communication skills and capable of carrying out and implementing administration systems.

The applicant should be able to work occasional evenings and weekends. The successful candidate may be required to complete a Criminal Record Check (CRC).

Hours of work are 9am to 5pm Monday to Friday and the position will receive 4 weeks annual holiday, and a salary in the range of £13.500 p.a. with a three months probationary period.

To apply, please send a Curriculum Vitae and application showing how you meet the person specification to:

Chief Executive

JOB / Football Administrator (Development)

Sussex County FA Ltd,

Culver Road,

Lancing

West Sussex

BN15 9AX

Closing date for applications is:

**Noon on Thursday 23 March 2016, with Interviews being held during the day on Wednesday 6 April 2016.**

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

**Person Specification**

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| **Job Title:** | Football Administration (Development) | | | | |
| **Reports To:** | Development Manager | | | **Responsible For:** | No one |
| **1. Job Purpose** | | | | | |
| To support the delivery of the FA National Game Strategy through the County FA Plan  To provide a high quality administrative support to the Development Team | | | | | |
| **2. Principal Accountabilities/Responsibilities** | | | | | |
| * Provide full administrative support to the Sussex County FA Development activities, which includes:-   + Promoting all aspects of “the game” including, youth, female and disability football   + Coaching Education Programmes   + Charter Standard Awards   + Refereeing   + Safeguarding * Deal with telephone and email enquiries * Provide information on Sussex County FA programmes * Liaise / work with other Sussex County FA staff and key partners * To carry out all duties with regard to relevant legislation and the county’s policies and procedures including:-   + The County FA Health and Safety policy   + The County FA Equal Opportunities policy   + The County FA Standing Orders and Financial Regulations | | | | | |
| **3. Knowledge/Experience/Technical Skills/Behaviours** | | | | | |
| **a) Knowledge/Experience/Technical Skills** | | | | | |
| **Essential:-**   * Experience in an administration role * Experience of providing customer excellence * Good all round communication skills * Significant experience of using Microsoft Office including Word, Excel, PowerPoint and Outlook * Demonstration of equality and diversity and its application | | | **Desirable:-**   * Administration qualification | | |
| **b) Behaviours** | | | | | |
| * Problem Solving * Teamwork * Communicating * Delivery to meet Deadlines * Customer Excellence * Developing Self and Others | | | | | |
| **Further Information** | | | | | |
| Completed by Name/Role | |  | | | |
| Signature | |  | | | |
| Date | |  | | | |