



RECRUITMENT PACK

FOOTBALL SERVICES ADMINISTRATOR

OUR VALUES



INTEGRITY

We strive to be professional in all we do, are fair, honest, reliable and accountable.



PASSIONATE

We are committed, hard-working and enthusiastic in delivering football opportunities, for all the enjoyment and benefits it brings to the participants.



RESPECTFUL

We will work collaboratively, with empathy and humility, driving equality and diversity to develop football for all and ensure all those who wish to be involved are supported and encouraged.



COMMUNITY AND CUSTOMER FOCUSED

We are committed to developing our services based on the needs of our communities and individual customers.



CONTINUOUS IMPROVEMENT

We are innovative and creative in seeking to deliver high quality service, reviewing our work to improve exciting and explore new ways of delivering football.



Job Description and Person Specification

EQUALITY AND DIVERSITY

We would encourage all applicants to complete our voluntary Equality & Diversity Monitoring Form, via this [link](#), as part of the application process. The data we collect will be anonymous and confidential and will not be stored or linked to your application in any way.

Job title	Football Services Administrator
Reports to	Football Services Manager

Job purpose(s)	
<ul style="list-style-type: none"> To support the delivery of the National Game Strategy in partnership with key stakeholders, specifically focusing on football administration in Bedfordshire. Bedfordshire Football Association is seeking to recruit a highly motivated individual for the position of Football Services Administrator in support of the delivery of the National Game Strategy in partnership with key stakeholders within Bedfordshire. The position will report to the Football Services Manager and is a permanent contract after completing a successful three-month probationary period. Bedfordshire FA is the Governing Body for football and leads the implementation of The FA National Game Strategy in the County. 	
Direct reports	N/A

Location	Bedfordshire FA, Century House, Skimpot Road, Dunstable, LU5 4JU
Working hours	37.5 hours – Monday, Tuesday, Thursday, Friday, 9 am- 5 pm (Office Based) Wednesday: 9 am- 2 pm & Saturday: 9 am-12 pm (Home Based) Weekend and evening work will be required to suit the needs of the business.
Salary	£22K including company laptop and mobile telephone. Annual leave – 20 days per annum + Bank holidays (+4% salary pension contribution paid into a personal pension)
Contract type	Full- Time (Permanent)
Start date	1 st August 2023. Earlier start date would be preferred (adjusted for applicant's needs).

Responsibilities	
<ul style="list-style-type: none"> To provide administration support to the Spartan South Midlands League by way of completing player registrations, supporting clubs and completing administrative duties for the League Secretary and Board To provide administration support to the Bedfordshire Girl's Football League by completing player registrations, supporting clubs and completing administrative duties as the League Secretary. To support the Football Services team by completing duties and responsibilities indicative of the game's core areas, including discipline, affiliations, refereeing, safeguarding children, competitions and finance. Contribute to the County FA delivery of an effective safeguarding plan, including the Safeguarding Operating Standard 	

Person specification

Essential

- Passionate and committed individual to developing grassroots football within Bedfordshire.
- Understand the structure & development pathways at a local, regional and national level.
- IT skills, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Be willing to work flexible hours and be able to plan, set, achieve and monitor objectives to meet deadlines.
- Excellent time management and prioritisation skills.
- Have a creative and innovative approach to solving problems.
- Exceptional customer service.

The job holder will be expected to understand and work in accordance with the below values/behaviours:

Bedfordshire FA Values	Behaviours
INTEGRITY	Strive to be professional in all we do, are fair, honest, reliable, and accountable.
PASSION	Committed, hard-working and enthusiastic in delivering football opportunities, for all the enjoyment and benefits it brings to the participants.
RESPECTFUL	Work collaboratively with empathy and humility, driving equality and diversity to develop football for all and ensure all those who wish to be involved are supported and encouraged.
COMMUNITY AND CUSTOMER FOCUSED	Committed to developing our service based on the needs of our communities and individual customers.
CONTINUOUS IMPROVEMENT	Innovative and creative in seeking to deliver a high-quality service, reviewing our work to improve and explore new ways of delivering football.

Job description authorised by:

Alan Young (Chief Executive Officer)

Date signed:

11/05/2023

HOW TO APPLY

To apply, send a cover letter and CV detailing how you meet the requirements of the role marked private and confidential to Recruitment@BedfordshireFA.com

For an informal discussion, please get in touch with Nicholas Snelson via 01582 567712.

We would also be very grateful if you can please complete our voluntary Equality & Diversity Monitoring Form, upon submission of your application via this [link](#)

The **closing date** for applications is 1pm on the **31st May 2023**.

If successful, applicants will be invited for an **In-Person Interview** (during the day) which will be held on **Monday 5th June 2023**.

2 references will be required before appointment of the role.

Due to the volume of applications received for most roles, we may only be able to contact candidates if they are shortlisted for interview. If you do not hear from us within two days of the closing date, you should assume your application has not been successful.

If you have any questions about the role, please contact Recruitment@BedfordshireFA.com