



Job Description
AGP officer
Bedfordshire FA

Title: AGP Officer

Salary: £8 per hour

Location: Based at Bedfordshire County FA Headquarters, Dunstable, LU5 4JU

Working hours: 16-20 hours

Line Manager: Business Manager

Responsible to: Chief Executive

Deadline: Thursday 29th November 2018

This role will include working evening and weekends. The successful candidate will ideally be located in the Dunstable area and must be able to build good relationships with all types of people, be reliable, flexible and punctual. It is desirable that they hold a valid first aid certificate and have completed Child Protection training or be willing to complete the courses.

Purpose of Purpose of the post: To support the business team with the organisation of AGP bookings.

- To liaise with customers and promote all aspects of the business
 - To be the on-site point of contact during 'out-of-office' hours
 - To support the delivery of the Bedfordshire FA Strategy in line with the FA's National Game Strategy.
1. Support, administer and develop services to meet the needs of football participant
 2. Ability to liaise with customer and promote aspects of the business
 3. Good communication skills and ability to deal with and forward enquires
 4. Contribute to the County FA delivery of an effective safeguarding plan, including the Safeguarding Operating Standard

To apply, please complete and send your CV role to Louise Paterson, Business Manager, Bedfordshire FA, Century House, Skimpot Road, Dunstable, LU5 4JU or via email to Louise.paterson@bedfordshirefa.com

For an informal discussion, please contact Louise Paterson on (01582) 567726