

Derbyshire County FA
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"Offering and developing football for all in Derbyshire since 1883"

Derbyshire County Football Association

Football Services Officer (Competitions)

£15,500 - £19,000 p.a.

An exciting opportunity has arisen within Derbyshire County Football Association. Derbyshire FA is seeking an organised and enthusiastic administrator to support sanctioning of competitions, deliver county cup competitions and administer Player Registrations across Derbyshire.

This post is a permanent full-time position and reports directly to the Head of Football Services.

The role will support Derbyshire County FA football leagues with league sanctioning, FA Regulations, player registrations and I.T. systems including Whole Game System and FA Full Time. The role will also entail the delivery of County Cup competitions through liaising with Clubs, Leagues, Venues, Derbyshire FA staff and Derbyshire FA volunteers.

The successful candidate for the role will have experience in administration, working with I.T. systems, and managing/organising events/competitions. You need to be passionate about and committed to supporting football at a county and local level.

If you want to be part of a vibrant, enthusiastic and committed team and have a desire for customer excellence and delivery, we would love to hear from you. The post is subject to a successful three-month probationary period.

You must be able to work under pressure, handle multiple priorities, event manage, and meet deadlines. Candidates must be able to demonstrate both team working and the ability to work unsupervised. Candidates should also have excellent communication and organisational skills.

Candidates need to have a current driving licence and be able to work on occasions in evenings and weekends.

If you wish to apply, please send a CV and covering letter with details of your current salary and your salary expectations for the role marked '**Private and Confidential**' to: **Head of Football Services, Derbyshire County Football Association, 8 & 9 Stadium Business Court, Millennium Way, Pride Park, Derby, DE24 8HP** or email: adam.jones@derbyshirefa.com

The closing date is Thursday 5th April 2018 at 5pm, with interviews taking place on Tuesday 17th April 2018 at DCFA Headquarters at the address above.

Please note that notification to successful shortlisted candidates for interview will be Monday 9th April 2018. Due to the high volume of expected applications for this post, feedback will only be provided to those shortlisted candidates.

Derbyshire County Football Association is committed to equality of opportunity and welcome application from all sections of the community.