



Small-Sided Football League Coordinator – Newton Abbot (P/T min. 6 hours a week @ £10 per hour)

Devon FA is seeking to recruit a part time League Coordinator to support delivery of the #Devon567 small-sided football leagues across Newton Abbot at Coombeshead Academy (5aside) & Teign School (Futsal)

Key Responsibilities: <ul style="list-style-type: none">• Lead delivery of each league's fixture programme.• Report to Adult Football Development Officer at Devon FA• Control the league administration after a match night, to include the online FA Full Time site.• Handle customer queries, including complaints on the night• Liaise with team managers and referees on weekly match nights.• Deal with cash handling process and payments on the evening.• Ensure a high level of customer service.	
Essential Requirements: <ul style="list-style-type: none">• Aged 18+*• Strong Customer service experience• Experience in cash handling.• Strong administration skills.• Experience in working towards targets.• Ability to build relationships.• Competent in the use of Microsoft Office.	Desirable Requirements: <ul style="list-style-type: none">• Competent in using the FA Full Time System.• Previous experience in football• Have an interest in football development• Competent using social media & aware of good practice when using these channels• Knowledge of football within the local area.
Benefits: <ul style="list-style-type: none">• Free Nike Organiser kit• Football Development Experience• Opportunity to lead on the delivery of an FA Programme within Newton Abbot• Opportunity to work with County FA Staff & showcase your skill set	

Applications:

To apply, please send a CV & covering letter explaining why you feel you are suitable for the role to:

Howard Shaddick, Adult Football Development Officer,
Devon FA, Coach Road, Newton Abbot, Devon, TQ12 1EJ

Or via email to howard.shaddick@devonfa.com

The closing date for applications is midday on **Monday 19th August 2019**.

Successful applicants will be notified by **Wednesday 21st August 2019** if they have been offered an interview

Interviews to be held **Friday 30th August 2019** at Devon FA

Start date – **September 2019** (tbc)

*The successful candidate will be required to complete a Full Criminal Records Check, provided by Devon County FA

Devon County FA are committed to equal opportunities and welcome applications from all sections of the community.