

Hertfordshire FA



Role Profile

Job Title:	Assistant Competitions Secretary Youth (Competitions)		
Reports To:	Paddy Donovan	Jobs Reporting into the Job Holder:	
1. Job Purpose			
<ul style="list-style-type: none">Support the Competitions Committee in delivering twenty two cup competitions in Hertfordshire on a voluntary basis (expenses only)			
2. Principal Accountabilities/Responsibilities			
<ul style="list-style-type: none">Assist with the administration of all youth County Cup CompetitionsAssist with conducting County Cup draws in July/August each seasonCommunicate with all leagues/clubs regarding cup competition progressProvide clubs with excellent customer service regarding all cup enquiriesWork closely with the Competitions Committee to ensure the rules and guidance notes are up to date each yearDeliver high quality events at each cup final aiming to increase attendances and improve the player/fan experienceProvide a report to the competitions committee at each meeting to update them on any problems/achievementsWork with the FSA to issue charges and fines for breaches of competition rulesSupport other members of the committee when necessary (referee appointments, rescheduling fixtures etc)Compliment with relevant safeguarding processes and procedures			

3. Knowledge/Experience/Technical Skills/Behaviours

a) Knowledge/Experience/Technical Skills

Essential:-

- Ability to work with internal/external partners to deliver a high quality customer service
- Ability to influence and negotiate with paid staff/volunteers
- Excellent communication skills
- Project Management skills (Plan, deliver, review)
- Attention to detail
- Experience of using Microsoft Office including Word, Excel and PowerPoint
- Demonstration of equality in action

Desirable:-

- Knowledge/experience of grassroots/youth football
- Experience using Full Time
- Experience in a secretarial/administration role
- Experience in event management
- A desire to become a member of Hertfordshire FA Council

b) Behaviours – as defined in County Football Association Competency Model

- Problem Solving
- Teamwork
- Communicating
- Delivery

- Customer Excellence
- Developing Self and Others
- Leadership (only applicable for roles with line/project management)

Further Information

***Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities?
YES***

Where the answer to the above question is **YES** the following wording will be included in any advertisement

“As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Bureau Disclosure, to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope”

Completed by Name/Role

Signature

Date