

## Role Profile

<b>Job Title:</b>	<b>Football Development Administration Officer</b>		
<b>Reports To:</b>	Head of Football Development	<b>Jobs Reporting into the Job Holder:</b>	None
<b>1. Job Purpose</b>			
<p>To provide secretarial and administration support to deliver The FA's National Game Strategy, specifically the administration and effective delivery of recognised education programs.</p>			
<b>2. Principal Accountabilities/Responsibilities</b>			
<ul style="list-style-type: none"> <li>▪ Organise and administer Coaching, Medical, Safeguarding Children, Equality and other courses; including the strategic planning and booking of courses, allocation of course staff, promotion of courses, processing customer bookings/fees, ordering of resources, maintaining databases and course budgets.</li> <li>▪ Support budget holders to monitor and manage budgets.</li> <li>▪ Deal with telephone and email enquiries; providing a very high level of customer service to internal and external customers.</li> <li>▪ Support the administration of the FA Charter Standard Programmes (clubs and leagues).</li> <li>▪ Use modern and effective marketing and communication methods to raise awareness and improve perception of the County FA.</li> <li>▪ Ensure safeguarding procedures are followed, commit to maintain safeguarding training and knowledge and ensure safeguarding is embedded into all delivery.</li> <li>▪ Ensure Northamptonshire FA remains a compliant delivery centre for recognised qualifications by coordinating internal and external verification requirements.</li> <li>▪ Support the coordination of a tutor workforce with the County Coach Developer and identify and action areas where staffing levels are inadequate to meet demand.</li> </ul>			
<b>3. Knowledge/Experience/Technical Skills/Behaviours</b>			
<b>Essential:-</b>		<b>Desirable:-</b>	
<ul style="list-style-type: none"> <li>▪ Proven track record of providing support in an administrative role.</li> <li>▪ Significant experience of using Microsoft Office including Word, Excel, PowerPoint and Outlook in a previous role.</li> <li>▪ Demonstrates a working understanding of inclusion, equality and anti</li> </ul>		<ul style="list-style-type: none"> <li>▪ Knowledge of The FA National Game Strategy</li> <li>▪ Secretarial / administration qualification</li> <li>▪ Knowledge and experience of marketing and promotion</li> <li>▪ Driving licence (to be decided by each CFA)</li> </ul>	

<ul style="list-style-type: none"> <li>– discrimination ,safeguarding and best practice</li> <li>▪ Experience of managing website content, e-newsletters and other form of modern communication</li> </ul>	
<b>b) Behaviours – as defined in County Football Association Competency Model</b>	
<ul style="list-style-type: none"> <li>• Problem Solving</li> <li>• Teamwork</li> <li>• Communicating</li> <li>• Delivery</li> <li>• Customer Excellence</li> <li>• Developing Self and Others</li> <li>• Leadership</li> </ul>	
<p><b><u>Further Information</u></b></p> <p style="text-align: center;"><b><i>a) 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 /NO (delete as applicable)</i></b></p> <p>Where the answer to the above question is <b>YES</b> 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 Check 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”</p>	
Completed by Name/Role	
Signature	
Date	

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.

