



## Role Profile

<b>Job Title:</b>	<b>Apprentice Administrator</b>		
<b>Reports To:</b>	Head of Administration	<b>Jobs Reporting into the Job Holder:</b>	N/A
<b>1. Job Purpose</b>			
To provide general secretarial and administration support across the functions of Northumberland FA Ltd.			
<b>2. Principal Accountabilities/Responsibilities</b>			
<ul style="list-style-type: none"> <li>▪ Manage reception at Northumberland FA Offices – Greet customers, take payments, manage meetings diary</li> <li>▪ Telephone and email enquiries; providing a very high level of customer service to internal and external customers.</li> <li>▪ Administer the FA Charter Standard Programmes (clubs and leagues).</li> <li>▪ Administer coach/volunteer education programme</li> <li>▪ Administer club affiliation and league sanctioning</li> <li>▪ Manage and administer all County cup competitions</li> <li>▪ Manage and administer all County FA Youth team</li> <li>▪ Safeguarding/Discipline administration</li> </ul>			
<b>3. Knowledge/Experience/Technical Skills/Behaviours</b>			
<b>Essential:-</b>		<b>Desirable:-</b>	
<ul style="list-style-type: none"> <li>▪ Competent in the use of Microsoft Office including Word, Excel, PowerPoint and Outlook.</li> <li>▪ Demonstrates a working understanding of inclusion, equality and anti – discrimination ,safeguarding and best practice</li> </ul>		<ul style="list-style-type: none"> <li>▪ Knowledge of The FA National Game Strategy</li> </ul>	



b) Behaviours – as defined in County Football Association Competency Model	
<ul style="list-style-type: none"> <li>• Accountable</li> <li>• Professional</li> <li>• Teamwork</li> <li>• Respectful</li> </ul>	
<u>Further Information</u>	
<p><b>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?</b></p> <p style="text-align: center;"><b>NO</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>	
<b>Completed by Name/Role</b>	John Ackerley – Chief Executive Officer
<b>Signature</b>	
<b>Date</b>	25 July 2018

**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.**