



Job Description: Football Services Manager



Role	Football Services Manager
Contract Type	Permanent
Hours per week	Full time
Salary	Starting Salary £30,000 per annum
Location	The current Head Office at 2/3 Dorcan Business Village, Swindon, SN3 5HY. NB: The role location is set to change to a new permanent address of Green Lane, Devizes, Wiltshire SN10 5DS in early 2020.
Reports to	Chief Executive

Wiltshire County FA is the not-for-profit, governing body of football in Wiltshire. We grow participation, promote diversity and regulate the sport for everyone to enjoy. With over 19,000 players, 1,000 affiliated clubs, 406 referees, Wiltshire County FA is proud to support football for all.

The Association is set for transformational change during 2020 as we prepare to relocate into our new £1.7m purpose-built football 'hub' facility in Devizes. The new facility promises to be a beacon for football in Wiltshire that services the entire community and to ensure success we are seeking to recruit a Football Services Manager.

The successful candidate will lead the Football Services Department at the Wiltshire FA, supporting the association to deliver against the vision and objectives set within our corporate strategy 2018-2021.

The post holder will report to The Chief Executive Officer. Full details of the position can be found within the Role Profile and a snapshot is provided below:

Job Purpose

- To support the delivery of The FA National Game Strategy.
- To manage the regulatory and competitions sections of the County FA.
- Operate as a member of the Senior Management Team to implement the company business strategy and operational plan to meet agreed KPIs.
- Lead the following areas of the Football Services department: Affiliation (including player registration), discipline, sanctioning, cups & competitions, appeals and protests.

Applicants must have a proven track record of leading and developing people, inspiring a wide range of stakeholders, implementing new business processes and possess a 'can do', customer centric approach towards work.

County Offices
Units 2 & 3
Dorcan Business Village
Murdock Road
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Further information on the role can be found on www.wiltshirefa.com or by calling the office on 01793 486047 and speaking to Oliver Selfe. To apply please submit a CV and cover letter clearly outlining how you meet the job specification. Applications should be marked 'Private and Confidential' and submitted to the Chief Executive Officer, Oliver Selfe, at oliver.selfe@wiltshirefa.com. CVs on their own will not be accepted.

Wiltshire County FA offers all employees a generous allocation of 28 days annual leave (pro rata) + Bank Holidays, 3% contributory pension and training opportunities.

Closing date: Midnight on Monday 21st October 2019.

Interviews: Friday 1st November 2019.

Wiltshire County Football Association is committed to equality of opportunity and welcomes applications from all sections of the community.

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