

**Grassroots Football League Administrator
(c£24k self-employed & home based)**

The North Wilts Youth Football League is one of the largest grassroots youth leagues in the UK and its member clubs provide organised association football throughout the season for some 5000+ youngsters from age 7 to 18.

The league has grown steadily since it was founded in 2003 and is managed by a dedicated, forward-thinking voluntary management committee that delivers a selection of essential football-related services to member clubs.

Association football at grassroots level is continually developing, as are the time demands being made upon those who administer the game on a voluntary basis. In recent seasons those time commitments have increased exponentially within the NWWFL, and the management committee therefore wish to seek the provisions of a full-time experienced administrator on a self-employed basis.

The successful person will manage and be responsible for all aspects of league administration by providing an efficient and professional front-end service to member clubs as required by the NWWFL committee.

Services required:

To administer all aspects of daily league business, including, but not limited to the following:

- New season preparation and administration including player registration for c5,000 children and approximately 70 clubs
- Effective and frequent communications to, from and between member clubs and the NWWFL committee, including its professional and voluntary stakeholders within grassroots football
- Arranging, attending and noting committee meetings
- Administering some financial aspects of league membership including fees and fines
- Preparing and attending presentations and events for season activity, i.e. AGM, SGM and other events
- Other duties and services as required by the NWWFL committee

Person specification/ experience required:

- Proven experience in a senior administration position
- Excellent organisational and IT skills
- Self-starter, who is highly motivated and reliable
- Effective communication skills
- Flexible approach to work – these services will be required during the day, evening and weekends as required
- Knowledge or interest in youth football would be advantageous

Further information:

- Please note these services are required on a self-employed contract basis. Further information and advice can be provided regarding this.
- Person must provide own equipment to fulfil services, i.e. computer, travel, phone
- Closing date for applications is 12.00pm on Friday 10th February 2017. Interviews will be held in Swindon, week commencing 20th February 2017

To find out more about this exciting opportunity, please write to us via email with a copy of your current CV and covering letter to Andy Ratcliffe – NWWFL Chairman; andy.ratcliffe@nwyfl.co.uk

No agency enquiries

