



Amateur Football Combination

National Respect Gold Award League 2012

Spirit of Football



www.amateurfootballcombination.com



@AmateurFC

President: Norman Mac Donald
Secretary: Vacant

Chairman: John Maskell

Treasurer: Steve Lovejoy

Wanted: Professional Part Time Football Administrator for the role of League Secretary

Commitment: Approximately 75 Hours per month (on average) but additional ad hoc hours may be required

Pay: £850 per month (on average) - amounts to be subject to submission of time sheets and invoice

Employed Status: Consultancy/Self Employed basis

Are you already involved in amateur football administration?
Are you familiar with FA Full Time and Whole Game System?
Are you an able administrator?
Can you work unsupervised?
Do you care about grass roots football?

Then maybe this is role is for you!!

What is The Amateur Football Combination (the league)?

The league is one of the largest adult football leagues in Europe, with nearly 70 clubs and 220 sides playing Saturday afternoons in and around London and the Home Counties throughout September to May.

Playing in the Spirit of Football, Promoting Fair Play, and Respect for All

What is the league looking for?

The league seeks a motivated, experienced sports administrator to work alongside a number of volunteers to ensure grass roots football is managed and maintained to the very highest standards across their league structure.

The work involves several different roles across the leagues various functions

- Supporting the league Executive and its members
- Supporting the maintenance and development of the league website
- Supporting the administration of the league's fixtures
- Supporting the administration of the league's referees
- Undertaking the role of league match secretary for northern divisional clubs
- Supporting the administration of club fines

The successful candidate is likely to be able to demonstrate the following skills and abilities

Previous experience of football league administration

Good working knowledge and experience of primary Microsoft Office tools (Word, Excel, PowerPoint etc)

Good working knowledge and experience of FA administration systems – Full Time and Whole game System

Good working knowledge and experience of standard web package software

Good oral and written communication skills

Ability to work under pressure and to regular deadlines whilst being calm, polite, helpful, courteous, and professional always

Good planning and organisational skills

Be understanding and empathetic to the league's large groups of voluntary club officials

A good understanding of amateur football

Be able to demonstrate ability to work on own initiative and unsupervised

Be able to demonstrate an attention to detail

The role is home based, working remotely but may require occasional travel to meetings.

You should be flexible around the times and days worked, the work demand will vary day to day, month to month and of course – football takes place on a weekend!

You will be reporting routinely to the League Chairman, Vice Chairman and League Executive committee.

This is an excellent opportunity for someone with a keen interest in sport who is looking to assist grass roots football in a paid administrative role.

Alternatively, the league is open minded to the role being split between two individuals on a job share basis.

Applications should be made to neilljohnstone@me.com in writing **by close of business Monday 21st September 2020** and be accompanied by a CV and a covering statement as to why you feel you may be an appropriate candidate.