

# Islington Football Development Partnership

<b>Job Title:</b>	<b>Football Development Administrator</b>
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Summary of role:

To provide administrative support to the Football Development Manager and support staff within the Islington Football Development Partnership.

Main Responsibilities:

1. Answer telephone and e-mail enquiries and action/respond where appropriate or record/relay to relevant members of staff.
2. Identify any urgent enquiries and initiate action as necessary.
3. Ensure high standards of customer care.
4. Prepare course registers.
5. Record and monitor course attendances.
6. Monitor bookings.
7. Maintain client database.
8. Identify, monitor, retain and file key information such as registers, consent forms and attendance sheets.
9. Prepare mail-outs as required.
10. File/sort/action internal and external mail as required.
11. Ensure that copies of all staff qualifications are maintained and kept up to date.
12. Manage small projects.
13. Prepare basic financial forms/memos.
14. Maintain electronic and hard-copy files.
15. Take, prepare and issue minutes of meetings.
16. Monitor and report stock levels of consumables/stationary.
17. Comply with Aquaterra's Health and Safety policy.
18. Adhere to Islington Council's and Aquaterra Leisure's Equal Opportunities Policies.
19. Remember the welfare of young people remains paramount, through good working practices and the observation of child protection procedures and guidelines.
20. Maintain a professional, friendly and welcoming work environment.
21. Assist with links to, and liaise with, other groups and partners.
22. Promote the wider programme and the aims and objectives of the Islington Football Development Partnership and its' constitute partners.
23. Attend staff and other meetings as required.
24. Attend relevant training sessions and/or courses.
25. Any other duties as delegated by the Football Development Manager.

## **JOB / PERSON SPECIFICATION**

JOB TITLE: Football Development Administrator  
 HOURS: 16 per week. Hours to be agreed according to programme but may include some evening/weekend work.  
 SALARY: £6,000 approx.

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION and TRAINING</b>	G.C.S.E. English (or equivalent) G.C.S.E. Maths (or equivalent)	Any IT qualifications FA Level 1 or Junior Team Manager's Award
<b>EXPERIENCE RELEVANT TO POST</b>	None	One year in admin support or within an office and/or customer related environment.
<b>SKILLS &amp; ABILITIES</b>	Punctual and reliable	

	Good verbal communication skills	Good communication skills across a wide variety of client groups; public, coaches, officers, councillors
	Good written communication skills.	Ability to compile short memo's, reports.
	Basic IT Skills with an understanding of Microsoft Word and Excel.	Good knowledge and use of Microsoft Word, Excel and Access.
	Ability to maintain positive relations with colleagues, council officers and partner organisations.	Ability to improve links with partner organisations.
	Appreciation of the positive influence on young people of participation in football.	Understanding of the part football has to play in benefiting the wider community.
	Ability to multi-task	Ability to identify priorities and multi-task.
	Able to maintain and update files, both hard-copy and electronic.	Able to set up, maintain and re-organise files, both hard-copy and electronic.
	Adaptable	Flexible
	Appropriate professional conduct.	Appropriate professional conduct within a variety of football development environments.

The post is subject to an enhanced Criminal Records Bureau check and satisfactory references.



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