



Middlesex Schools' Football Association

VOLUNTEER ROLE PROFILE

- Job title:** Representative Football Coordinator
- Responsible to:** General Secretary
- Responsible for:** Representative Team Coaches
- Primary purpose of role:** To manage the provision of Schools Representative Football within Middlesex

Main responsibilities:

- To support the Senior Officers of the Association in developing and managing the Representative Team Coaches
- To ensure that the Association has a robust and open Player Nomination process and that all players selected for Representative Teams meet the ESFA eligibility criteria
- To secure suitable venues and refreshments (where appropriate) for all trials and 'home' fixtures, within the budgets set by the Association
- To ensure all 'home' fixtures have teams of three match officials appointed to them and that those match officials receive their Match Fees promptly after the match(es)
- To ensure schools and clubs are given a minimum of 10 days' notice of the players selected for each match
- To carry out all pre-match and post-match administrative tasks pertaining to fixtures, including liaising with representatives of other County Schools' FAs
- To represent the Association on the SEESFA Council, including attending occasional meetings
- To act with high standards of professionalism, integrity and personal conduct at all times
- To act as an ambassador for the MSFA in the conduct of all business
- To comply with the Association's safeguarding requirements
- To use best endeavours to support others in the achievement of their objectives
- To conduct any other duties as may reasonably be required by the Association.

Person Specification

Essential	Desirable
Skills & characteristics <ul style="list-style-type: none">• High levels of personal responsibility• Communicative• Diligent• Determined	Skills & characteristics <ul style="list-style-type: none">• Experience in a similar role in club football

<ul style="list-style-type: none"> • A will to work flexibly <p>Qualifications/training</p> <ul style="list-style-type: none"> • Valid FA DBS clearance • An up-to-date FA Safeguarding Children Certificate <p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of youth football within Middlesex, including Inter-District and Club competitions <p>Experience</p> <ul style="list-style-type: none"> • Management experience • Working with, for or on behalf of school children 	<p>Qualifications/training</p> <ul style="list-style-type: none"> • First Aid Qualification <p>Knowledge</p> <ul style="list-style-type: none"> • Working relationships with key external stakeholders, such as District Team Coaches <p>Experience</p> <ul style="list-style-type: none"> • Working or volunteering in a school or a schools' football Association in a relevant field • Experience of working with and for volunteers
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