



Middlesex Schools' Football Association

VOLUNTEER ROLE PROFILE

Job title: Website and Results Coordinator

Responsible to: General Secretary

Responsible for: N/A

Primary purpose of role: To manage the Association's website and to assist Competition Organisers with the collation of results in MSFA Competitions

Main responsibilities:

- To manage the Association website at <https://msfa.co.uk> and its presence on FA Full-Time
- To add new content to the website and update existing content as required
- To ensure match results are being added to the relevant website and passed to Competition Organisers
- To work alongside the General Secretary and Communications & Marketing Officer to ensure the Association's online presence best reflects its values and objectives
- 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
<p>Skills & characteristics</p> <ul style="list-style-type: none">• Excellent written English• Communicative• Diligent• Determined• A will to work flexibly	<p>Skills & characteristics</p> <ul style="list-style-type: none">• Experience and knowledge of working with Content Management Systems, such as WordPress or Joomla
<p>Qualifications/training</p> <ul style="list-style-type: none">• Educated to a minimum of GCSE level, including English at an appropriate standard	<p>Qualifications/training</p> <ul style="list-style-type: none">• Certification in relevant skills

Knowledge

- Basic IT proficiency

Knowledge

- Relevant systems and / or languages (e.g. basic HTML)