



JOB DESCRIPTION

Title	Football Development Administrator
Employer	British Universities and Colleges Sport (BUCS)
Team	Development Team (Delivery Directorate)
Place of work	Flexible work considered; some London office-based time essential
Contact	Full-time, fixed term contract currently to 31 July 2022

Overview and Main Purpose of Role:

As part of the Football Development team within the BUCS Development team, the Football Development Administrator will provide essential administrative support to assist the team in achieving our targets within The FA and BUCS three-year strategic plan and supporting our wider contributions to BUCS as an organisation. The role will suit a proactive individual who enjoys a close-knit team environment, with an ability to multi-task and communicate effectively. As a team we are excited about learning and developing ourselves to do better for the people we serve and are looking for someone who will also be excited by this.

Your main responsibilities will be to provide administrative support to the team by supporting event and project delivery, including booking venues, processing invoices, organising travel and accommodation, and building event packs. You will report into our Football Development Manager (Participation) and be line managed by our Football Development Manager (Workforce & Leadership) who will help to support and guide you, but you need to be comfortable with managing your own workload and providing comprehensive support for the whole team.

Main duties and responsibilities

- Providing general day-to-day administrative support to the Football Development Team, including, but not limited to booking travel/accommodation for events, processing invoices and responding to member queries.
- Work alongside the Football Development Manager (Participation) to support delivery of the Accredited Universities Model and associated Member Services including:
 - Collating the monitoring and evaluation and collecting feedback from BUCS member institutions delivering FA funded Development projects.
 - Working with BUCS members to support transition into the Accredited Universities Model, reporting, monitoring and evaluation.
 - Administrative support for member services, including liaising with Digital Content Producer on driving event engagement in line with agreed outputs.
 - Support distribution of student support through the Inclusivity Fund.
- Work alongside the Football Development Manager (Workforce & Leadership) to support delivery of the FA University Womens' Leadership Programme (FA WLP) including:
 - Support with programme administration including collecting safeguarding information, creating and posting of resource packages and supporting programme participants (e.g., pre-event queries, kit order...).
 - Deliver the FA WLP Recruitment and Delivery Plan, while liaising with Digital Content Producer and our research partner.
- Attend and take minutes for BUCS Football & Futsal Sport Advisory Group.

- Ensure Football Development Webpages on the BUCS Website are relevant and up to date.
- Support internal and external reporting of Football Development Team delivery including:
 - Preparing internal updates in line with BUCS processes.
 - Supporting the creation of resources for FA Reporting.
- Support BUCS Futsal fixtures by liaising with colleagues in the BUCS Competitions team and the FA Futsal Referees Appointments Officer to support the appointment of officials.

General:

- Be committed to your own personal professional development and actively engage in Team CPD sessions.
- Support the other members of the Football Development Team to deliver our member services and events in the capacity of administration.
- Support the Football Development to develop our offer by actively contributing to team innovation meetings.
- Contribute towards weekly phone conferences, monthly team meetings, bi-monthly networks and quarterly steering group meetings across the BUCS Football Development Team, the FE/HE education team led by The FA and the wider BUCS Development Team.
- To undertake other duties, activities and responsibilities as required in the delivery of BUCS business.

This role may involve weekend and evening work as well as overnight stays at BUCS events (all reasonable expenses will be reimbursed). The role may involve national travel to BUCS member institutions and funded partners.



PERSON SPECIFICATION

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Essential Experience, Knowledge and Skills:

- Demonstrable experience in an administrative role (paid or voluntary)
- Demonstrable experience in a customer-facing role (paid or voluntary)
- Ability to collate, organise and present written information to a high standard
- Ability to plan and prioritise work, deliver to deadlines and adapt to changes
- Ability to communicate clearly and appropriately, both written and verbally, with a range of stakeholders
- Ability to learn, develop quickly and provide collegial support to other members of staff
- Ability to analyse and solve problems with a 'can do' attitude
- Strong team player, also able to work autonomously
- Ability to deliver high quality and consistent customer service
- Proficiency in Microsoft Office, especially Excel
- High attention to accuracy/detail
- Able to build strong personal professional relationships with internal and external stakeholders

Desirable Experience, Knowledge and Skills:

- Experience of BUCS Programmes/offers
- Knowledge of UK student sport structures