A short overview of the structure of you administrator role (i.e. employer, key roles and job description)

Employer: Liverpool County FA Merseyside Schools FA

Key Roles: Football Services Officer & Administrator MCSFA

Job Description:

* Evolving/updating the collection of Entry fees and u19 affiliation.
* ESFA Verifier/LCFA verifier
* Updating website & creating match day programmes for County Fixtures
* Development Plan/Service Level Agreement
* Support District Associations (St Helens in particular)
* Data collection/Mapping exercises
* Developing Teachers – CPD/Primary School Teachers Award

Good Practice example(s) of some of the work that goes on within your County

 Ideas on support you would like from ESFA moving forward

* Developing Schools Football Network to increase education and awareness of Schools football.
* Linking in with Universities – educate potential School teachers and students working in school environments and educate teachers who link with LJMU.
* Redesign of the structure for Entry to competitions – utilising invoices to finance department to secure quick and efficient payment of entry fees.
* Developing a quicker way to access data for collection to submit yearly.
* Support to establish regular Primary School Teachers Awards.
* Regular funding to support potential events/new programmes