

**ROLE PROFILE**

**Job title:** Voluntary International Programme Co-ordinator – U15 Girls

**Salary and benefits:** This role is voluntary and as such is unremunerated, but reasonable expenses necessarily incurred in fulfilling the role will be reimbursed in accordance with financial procedures

**Responsible to:** Chair of the Representative Football Committee of Council

**Primary purpose of role:** To ensure the effective & efficient organisation of the girls’ international football programme, in line with SAFIB regulations and the requirements of the ESFA

**Main responsibilities:**

1. On behalf of the ESFA Council, to take overall operational responsibility for organising the ESFA’s participation in international football, including but not restricted to the Bob Docherty Trophy for representative football. This includes liaising with selectors to co-ordinate trials; with venues for planning and organising fixtures; with parents and with players for communicating arrangements and with other schools’ football nations and with SAFIB so that high quality activities are delivered
2. To take overall responsibility for ensuring that each aspect of the international programme is delivered within the budget laid down by the Trustees, and that any variation to any line of the budget is approved in advance, without exceeding the overall budget for the programme.
3. To act as the sole point of contact between Council and the international management teams, and attend the Representative Football Committee of Council
4. To ensure that safeguarding arrangements as they affect the responsibilities of this role are fully implemented in line with ESFA policy, and to complete mandatory training as required.
5. To ensure that all ESFA international programme sponsor conditions are met in full, under guidance from the CEO
6. To provide timely/live content for ESFA social media coverage of programme activity
7. To refer matters outside of the parameters of this role to the appropriate authorities within the ESFA.

**Person Specification:**

The successful candidate for this role will:

* personal experience of organising schools’ football
* Be a competent and organised administrator
* Have experience in successfully managing activity within a budget
* Be highly committed to delivering outstanding quality
* Demonstrate determination, resilience and the ability to assume cabinet responsibilities
* Have an understanding of child welfare regulations
* Understand the values of the ESFA and act in accordance with these at all times
* Be available for international travel
* Be committed volunteer

**Special conditions in the role:**

The role is active from September to April, with the bulk of the work being December to Easter. Some weeks there’ll be no actions to take, and others we estimate may be 3-4 hours of admin. The IPC will also be responsible for making accommodation and travel arrangements, ordering kit etc and, with this in mind, will be issued with their own ESFA credit card for such purposes.

The ESFA is committed to safeguarding children in football and expects all post holders to share that commitment. Mandatory training will be provided and an enhanced DBS check may be necessary.