



VACANCY DETAILS – CLUB & COMPETITIONS CO-ORDINATOR & ADMIN SUPPORT

Scottish Women's Football is looking for a driven, enthusiastic and organised Club & Competitions Coordinator to support key elements of the women's and girls' game. This is an exciting role for someone who loves a fast-paced environment, is a skilled administrator and wants to make a real difference to girls' and women's football in Scotland. While we would love hear from anyone who feels they have what it takes, we would really like you to have a proven record in a similar or administrative role.

ROLE TITLE: CLUB & COMPETITIONS CO-ORDINATOR & ADMIN SUPPORT

RESPONSIBLE TO: CHIEF EXECUTIVE OFFICER

LOCATION: HYBRID WORKING BETWEEN HOME AND HAMPDEN PARK, LETHERBY DRIVE, GLASGOW

TERM: FULL-TIME, PERMANENT (WEEKEND WORKING WILL BE ESSENTIAL)

SALARY - £21k

ROLE DESCRIPTION:

The job holder will support the co-ordination, planning and preparation of SWF competitions, in particular SWF's Championship, Football League and Highlands League competitions and undertake the key administrative processes underpinning these competitions. This is a key role for SWF with a clear focus on supporting the organisation's top tier competition. The role will also involve supporting the growing number of youth competitions and providing critical administrative support across the organisation.

Main duties:

- Provide administrative support as required to the Chief Executive Officer and the Club & Competitions team on the planning, preparation and implementation of all key programmes of competition and Events including:
 - Senior & Youth Scottish Cup Competitions
 - Championship Leagues and all senior league competitions
 - Senior & Youth League Cup Competitions
 - SWPL Promotional Events
 - National Academy Programme and cup competitions
- To process club affiliations as required and keep appropriate records
- To process all player registrations as required and keep appropriate records
- To process all friendly requests

- To create and maintain contact databases for all SWF clubs, officials and players
- Support the Club & Competitions team to organise and prepare for Strong Quality Growth/Policy Working Group Committees by preparing papers and recording minutes
- To support the Child Wellbeing and Protection Officer in the processing of PVG applications, CWPO regional networks and with secretariat for the safeguarding panel
- To deal with enquiries via e-mail, telephone and forwarding where appropriate, as well as signposting to other relevant personnel
- Provide general administrative support to improve and implement processes and procedures
- Any other reasonable duties as delegated from time to time commensurate with salary

PERSON SPECIFICATION:

QUALIFICATIONS:

- Must demonstrate appropriate level of literacy and numeracy. At least 3 SCQF Level 4/5 awards (including English) or equivalent

EXPERIENCE:

- Proven experience in an administrative role. Sports industry experience is not required but would be beneficial.

SKILLS, KNOWLEDGE & ABILITIES:

- Experience in an office environment, demonstrating excellent office administration skills and experience in providing a broad range of support to a large range of jobholders
- Experience in using IT and recent technologies including using MS Office packages (e.g. Word and Excel etc) with a strong ability to understand and learn new software and administrative procedures
- Able to competently use email and the internet
- Experience of dealing with members of the public and working in a customer focused environment dealing with a wide range of enquiries

PERSONAL ATTRIBUTES:

- Strong Communication Skills (written & oral)
- Dynamic and happy to work on own initiative and as part of a team
- Ability to manage conflicting demands and prioritise tasks
- Ability to remain calm and professional under pressure

- Flexible and adaptable approach
- Passionate about driving women's and girls' football forward
- Eager to improve processes and make a difference
- Willingness to work evenings and weekends on occasion as required

Next Steps:

To apply, please send your CV and a role specific covering letter to jobs@scotwomensfootball.com for the attention of Aileen Campbell with 'Club Comps Admin' written clearly as the subject heading.

Closing date is 5pm 1st June . Due to the high number of anticipated applicants, it will not be possible to get back to everyone to let them know if they will be invited to interview. All successful applicants will be contacted within two weeks of the closing date.

SWF is an equal opportunities employer. We welcome applications from suitably qualified persons regardless of age, gender, gender reassignment, sexual orientation, religion or belief, marital or civil partnership status, race, colour, ethnic or national origin, pregnancy, maternity or disability.

About SWF:

Scottish Women's Football aims to ensure that football is a sport for all women and girls and seeks to work hard to ensure everyone is supported to make that happen. We own and manage over 70 competitions across Scotland including:

- SWF Championship
- SWF Championship Cup
- SWFL (Scottish Women's Football League)
- SWFL Cup
- Highlands & Islands League
- Highlands & Islands League Cup
- Scottish Women's Cup
- Youth Regional League Cups
- Youth Regional Leagues
- Scottish Youth Cup
- National Academy Programme and cup competitions

We aim to:

- Support more girls and women into the sport
- Be strong ambassadors for more women in sport
- Have regular mainstream coverage – cross channel
- Attract strong partners with a shared interest in our objectives

- Support the professionalisation of our clubs
- Have a vibrant and growing audience
- Have investment flowing into the game to support the strategic objectives and the ambitions of our players, clubs, and the National Team

More information can be found on our website: www.scotwomensfootball.com