



Social Football Coordinator

To ensure the successful coordination of Social football and its coaches and teams, whilst making sure that all off field matters are dealt with efficiently and timely. Provide support to the coaches and team managers.

Responsibilities

- Liaise with all team managers, coaches and officials to ensure all are informed of training, competition and club functions.
- Attend to administration matters as directed by the secretary.
- Liaise with the team managers, coaches and the General Committee, acting as a liaison officer between the club and the team.
- Document any problems that arise between team members, coaches and supporters and present these to the Secretary or General Committee.
- Ensure all players pay their membership fees and other required payments on time, in liaison with the club registrar.
- Coordinate home fixtures, which includes:
 - Ensuring correct teams are at the correct areas at the correct times, setup of field at home games is coordinated and bookings of grounds with Vice President.
- Reports to the President and Secretary.
- Supports the coach, committee and other support staff.
- Liaise with team managers, coaches & committee.

Essential Skills

- Good organisation skills.
- Great communicator.
- Able to prioritise tasks.
- Passionate about the club and teams.
- Understanding of the rules and regulations of the competition.

Benefits

- Access to Microsoft Office Business Suite and Email Account
- Club Shirt/Jumper to Represent Club