



FAW TRUST

Job and Person Profile

Job title:	National Projects Coordinator
Full Time/Part Time:	12 months (fixed term contract)
Salary:	£21,000
Location:	South Wales – Office base in Newport
Responsible to:	Head of Football Development
Valid from:	1st October 2020

BACKGROUND TO THE JOB

The FAW Trust has outlined ambitious targets for the growth of participation in football throughout Wales; including 50% of young people playing football once a week and 20 000 registered female players by 2024.

The FAW Trust is committed to developing innovative approaches to increase formal and informal participation which are outcome focused. To support our growth ambitions, we are looking to appoint a National Projects Coordinator that will coordinate projects that will deliver participation opportunities, sponsorship activation and events across Wales.

PURPOSE OF THE JOB

The National Projects Coordinator will support the organization and coordination of our girls' football initiatives, sponsored programmes, events and competitions across Wales.

COMPETENCIES REQUIRED

- Excellent interpersonal and communication skills;
- Excellent organisational and personal time management skills
- Good understanding of sports development or event administration through related work experience;
- Experience of delivering engaging events and initiatives to young people;
- Innovative approach to developing new opportunities to increase participation;
- Knowledge of football governance and grassroots structures in Wales is desirable;
- Good written and presentation skills;
- Strong ability to be self-directed and work on own initiative.
- Modern IT competencies.



PROFESSIONAL COMPETENCE/QUALIFICATIONS ESSENTIAL TO THE JOB
Preferably educated to degree level with further professional expertise in the areas of sports development or event organisation.
PRINCIPAL ACCOUNTABILITIES
<p>Delivery and coordination of a range of national football projects which will include:</p> <ul style="list-style-type: none"> • Support McDonalds Fun Football Providers to ensure quality delivery, close alignment to community football and clear monitoring processes. • Coordinate the delivery McDonalds Fun Football Showcase Events, McDonalds Regional and National Community Awards and a network of engaging festival and competition opportunities for primary and secondary school aged children • Support the implementation of girls' participation programmes including Huddle, Be Football and Disney Playmakers as advised by the Football Development Manager • Coordinate the roll out of the Footie Families programme with partner organisations including the quality assurance and monitoring of the programme • Support the implementation plan of small-sided football as advised by the FDM • Support the implementation of disability football plan as advised by Head of Football Development and Equality, Diversity and Integrity Manager • Support implementation of COMET Play system across all Football Development informal programmes
ROLE SPECIFIC REQUIREMENTS
<ul style="list-style-type: none"> • Essential car user - travel extensively throughout Wales; • Work evenings and weekends as required; • Spoken and written Welsh are desirable.

Note:

This job description covers the main duties of the post holder. From time to time, other duties may be required, commensurate with the grade of the post and the needs of the organisation.

To apply, please send a CV and covering letter outlining your suitability for the role

Deadline for applications: Friday 11th September, 2020 with applications sent via email to Amy Hobbs - amy@fawtrust.cymru

Interview date: 17th September 2020

If you have any questions on any of the above roles, please contact info@fawtrust.cymru

The FAW integrates equality of opportunity into all aspects of its business including appointments. The principles of fair and open competition will apply and appointments will be made on merit. Data Protection and Privacy: The FAW is committed to respecting your privacy. Any information you provide in relation to your application will be processed in accordance with Data Protection legislation and in line with the FAW's Privacy Policy which can be found at :<http://www.faw.cymru/en/about-faw/privacy-policy/>

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