ROLE PROFILE

Job title: Voluntary International Programme Co-ordinator – U18 Boys

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 boys' 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 Centenary Shield (for representative football) and the Allen McKinstry Cup (for school teams). 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 all ESFA international programme sponsor conditions are met in full, under guidance from the CEO
5. To provide timely/live content for ESFA social media coverage of programme activity
6. To refer matters outside of the parameters of this role to the appropriate authorities within the ESFA.
7. For the purposes of clarity, other than conveying and checking Council's regulations in this regard, this role does not include any element of coaching or player management, which is the responsibility of the international management team.

Person Specification:

The successful candidate for this role will:

- Be familiar with the ESFA and its work, and in particular the international programme, with personal experience of organising or overseeing schools' football
- Be a competent and organised administrator
- Have experience in successfully managing activity within a budget
- Have experience in representing an organisation at senior level
- Be highly committed to delivering outstanding quality
- Demonstrate determination, resilience and the ability to assume cabinet responsibilities
- Be a successful influencer
- 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 a committed volunteer

Outline international programme 2018/19

Regional Trials:	October half term – dates to be confirmed
Final Trials:	Saturday 1st December
Kit collection:	Saturday 5th January
Warm weather training:	Feb half term 2019 (attendance not required)
Centenary Shield:	2 home fixtures, 2 away, dates to be confirmed
Friendly fixtures:	5th January, RAF Cosford, Shropshire
	26th January, Australian Schoolboys, Stafford Town
	With dates to be confirmed, two matches against University opposition, one in Manchester and one near London

Additional fixtures (max 2) may be added

Representative Football Committee:	15th September 2018
	25th November 2018
	26th January 2019
	16th March 2019
	8th June 2019