



JOB DESCRIPTION

- Job Title:** Competitions Manager
- Reporting to:** Association Secretary
- Hours of work:** 10 hours per week. A high degree of flexibility is required, including evening and weekend working to meet business needs in relation to football matches and all other events.
- Allowance:** £6,200 per annum
- Duration:** Initial 12 months

PURPOSE OF THE JOB:

To lead on the delivery of all aspects of football competitions.

MAIN DUTIES AND RESPONSIBILITIES:

1. Manage all activities relating to football competitions.
2. Manage and ensure successful delivery of all Association Cup Competitions, including but not necessarily limited to: the Senior Shield, Steel & Sons Cup, Junior Shield and the Women's Cup.
3. Support the Association Secretary in managing the various football committees for the above areas and provide relevant administrative support through the team as and when required.
4. To make arrangements for the semi-finals and finals of each competition and to be present at and administer such games. (Applicants will wish to pay special attention that the Steel & Sons Cup is played on the morning of Christmas Day).
5. To ensure appropriate care and attention to sponsors and to maximise publicity for the competition draws and to be in attendance at draws where publicity is required.
6. To organise, in association with the Irish FA, fixture and draw dates.
7. Review on an annual basis competition rules.
8. To ensure provision of trophies, medals, awards and mementoes and to organise and record same.
9. Liaise with the Irish FA, Divisional Associations, Clubs and other agencies as required.
10. Co-ordinating all relevant technical services for events and projects.
11. Ensuring all health and safety standards are met at all times and relevant documents produced.
12. Any other duties as may be reasonably requested from time to time.



This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the Association.

REQUIREMENT OF THE POST HOLDER:

ESSENTIAL

- Good verbal and written communication skills
- A sound knowledge of Association Football within Northern Ireland
- Able to dedicate sufficient time to adequately perform the various duties which vary from high demand in specific months to low demand in others
- Problem solving and decision making skills
- Ability to deal with a wide range of stakeholders with different views
- Ability to organise in an unsupervised environment
- Be computer literate and skilled in the MS Office Suite
- Ability to work from home with internet access

DESIRABLE

- Knowledge of football administration
- Knowledge of relevant sports management systems, such as Comet

ADDITIONAL INFORMATION

Closing date: The closing date for the receipt of completed application is Friday 1st September 2023 at 12 noon. Applications received after the closing date and time will not be considered.

Shortlisting: Only those applications which clearly demonstrate the requirements set out in the personnel specification will be shortlisted.

Reserve list: A reserve list of suitable candidates may be maintained for the purpose of any similar vacancies (temporary or permanent) that may arise within twelve months of the completion of the recruitment exercise.