

Job Description

Job Title:	Football Leagues Officer	Job Category:	Internship (for 7 months)
Department/Group:	Saints Sport	Salary:	Circa £110 per month based on 5 hours per week during term time.
Location:	Sports Centre	Start date:	September 2024
Responsible to:	Director of Football – Stuart Milne	Date Posted:	May 2024

Context

Saints Sport is a collaboration between the Department of Sport & Exercise and Athletic Union and manages all sporting and fitness opportunities available at the University; student sports clubs, recreational sport, fitness classes and services, strength and conditioning, volunteering, community engagement and Junior Saints. www.st-andrews.ac.uk/sport

Saints Sport is seeking to recruit a Football Leagues Officer (FLO) to co-ordinate the Sunday League and midweek six-a-side leagues football programme for semester one and two.

The FLO will have the opportunity to develop a broad understanding of sports development whilst enhancing essential transferable skills in a fun and energetic team.

Roles and Responsibilities

- To work closely with the Director of Football (DoF) to plan and run the Sunday League and six-a-side football programmes.
- Work in partnership with the DoF to agree and deliver innovative competition formats.
- Work in partnership with the wider student sports team to ensure that matches and leagues are effectively promoted and given prominence on the relevant social media platforms.
- Work with the Saints Sport Administration team to manage entries and bookings.
- Communicate clear and concise explanations of competition formats and rules to teams.
- Ensure matchers and competitions are delivered in a welcoming and safe environment, and follow all Saints Sport and SFA protocols.
- Create fixture lists and communicate these to teams by agreed deadlines.
- Liaise with the University Football Club to recruit, support and deploy a team of volunteer referees for matches every Sunday during term time.
- Communicate with the team captains to record results and ensure league tables are up to date.
- Feedback any disciplinary issues to the DoF..
- Work with the DoF to encourage increased participation from the University Football Club
- Assist in the reporting of key figures and data from sessions.
- To carry out any other duties that may be reasonably requested by the Sports Development Team

Special Requirements:

Willingness to work outside normal working hours, including evenings and weekends.

Current Schedule (Subject to change)

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<p>Sunday Leagues run every Sunday. Term time only. Midweek sixes leagues run between 6pm and 9pm 2 nights per week during the week. Term time only.</p>	
Knowledge and experience	
Essential:	Desirable:
<ul style="list-style-type: none"> • Knowledge of football competition structures • Knowledge of rules of the game (you may be required) • Knowledge and understanding of physical activity and sport, including higher education sport and participation initiatives. • Experience of supporting, planning and organising activities and/or events. • Proven ability to work as part of a team. • 	<ul style="list-style-type: none"> • Knowledge of Saints Sport services, programmes, and facilities. • Experience in the planning and delivery of football fixtures and competitions. • Experience in leading a team of volunteers with successful outcomes. • Involvement in a leadership role within a football club. • Knowledge and understanding of the current student recreational participation programs. • An understanding of equality and diversity within a sports setting.
Skills	
Essential:	Desirable:
<ul style="list-style-type: none"> • A passion for sport • Excellent communication and interpersonal skills. • The ability to establish and maintain good rapport and positive working relations with students and key staff members. • Excellent time management. • Excellent organisational skills. • Enthusiastic and willing to work as part of the Saints Sport team as well as using your own initiative. • The ability to multi-task and work under pressure. • Ability to problem solve and respond to unexpected situations. • Competence using a wide range of IT programmes. 	<ul style="list-style-type: none"> • A passion for football. • Competence using a wide range of social media platforms. • creative mind set to bring new life into the structure. • Prepared to share ideas on how to develop structures and delivery.