



Derbyshire County Football Association Limited

County Football Development Administrator

Circa - £12K - £14K

Derbyshire County Football Association is seeking to recruit a Football Development Administrator to provide administrative and organisational support to implement the strategic development programme within the County.

The position reports directly to the County Development Manager or Chief Executive.

The role encompasses the following areas:

- To support the delivery of the National Game Strategy in the CFA in partnership with key stakeholders
- To provide a high quality secretarial and administrative support to the County FA staff

To apply you need to have previous experience in a secretarial / administrative role, have excellent customer service skills and ideally some knowledge of football at a local level. You must be able to work in a busy team environment but also be able to demonstrate the ability to work unsupervised.

Candidates should also have excellent interpersonal and communication skills.

For further information on the role please phone Keely Brown, County Development Manager, on 01332 361422 or find details on www.derbyshirefa.com

To apply, please send a CV and covering letter with details of your current salary and your salary expectation for the role marked 'Private and Confidential' to: Chief Executive, Derbyshire County Football Association, 8 & 9 Stadium Business Court, Millennium Way, Pride Park, Derby, DE24 8HP.

Closing date Friday 6th June 2008

Interviews will take place on Wednesday 18th June 2008

Derbyshire County FA are committed to equality of opportunity and welcome applications from all sections of the community.