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**Fixtures and Results Co-ordinator**

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| OVERVIEW | |
| Organisation | British American Football Association (BAFA) |
| Purpose of Position | To be the Fixture and Results Co-ordinator for the National Women’s Football League (NWFL) |
| Responsible to | NWFL Competition Manager |
| Responsible for | The co-ordination of fixtures and results for the National Women’s Football League (NWFL) |
| Length of Term | The position is not a fixed term position, but the person in the role will provided with key objectives and will be subject to annual reviews |
| Position Type | Voluntary |
| Reward / Benefit | Reasonable travel expenses paid. Free entry into Britbowl |
| Commitment | Variable – time will depend on various key milestones within the calendar |
| Key Tasks and Duties | |
| The following is an indicative list of the key duties and tasks to be performed through the year. It is noted that other demands may arise through the course of the term and/or in conjunction with the development of the 10 year strategy. | |
| To work with the Competition Manager to maintain the list of current, active clubs | |
| To work with the Competition Manager to develop the season structure with regards to provisional tournament dates | |
| To work with the Competition Manager to determine the structure and alignments of the league | |
| To liaise with clubs to understand ability for them to host on provisional tournament dates | |
| To prepare, and release, provisional fixtures showing hosting by an agreed deadline to assist club planning | |
| To prepare, and release, finalised fixtures showing hosting by an agreed deadline | |
| To update the BAFA agreed results platform (currently League Republic) with the relevant fixtures | |
| To co-ordinate the return of all results from tournament dates and prepare the relevant divisional tables | |
| To provide front line advice on the submission of scores | |
| To develop, and maintain, a range of different fixture scenarios for a season to take into account any potential disruption or a tournament being cancelled due to circumstances outside of club control | |
| To develop, and maintain, a full list of team’s playing colours highlighting any potential clashes early to allow for alternatives to be sourced | |
| To provide regular updates to the Competition Manager on progress, raising any concerns/issues immediately for resolution | |
| Attend monthly Competition Committee meetings | |

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| Person Specification |
| Essential |
| Outstanding commitment to the development of Women’s Football in Great Britain |
| To have a positive approach and a can-do attitude |
| Highly developed organisational skills |
| Excellent communication and presentation skills |
| Excellent listening and emotional intelligence skills |
| A good understanding of the landscape and challenges of British American Football |
| Desirable |
| Knowledge and previous experience of the Women’s format of the game |

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| Application Process |
| Candidates should apply to NWFL Competition Manager, Simon Browning, by email to [simon.browning@britishamericanfootball.org](mailto:simon.browning@americanfootball.org?subject=Application%20for%20Fixtures%20and%20Results%20Coordinator%20(NWFL)) enclosing a cover letter explaining how they meet the personal specification details along with a C.V. by the closing date of 13th December 2020 |