

Age Group Competition Commission

Lead (Appointed)

Organisation:	British American Football Association (BAFA)
Purpose of position:	To be the Age Group (U19, U17, and Flag) Competition Commission Lead for British American Football (Appointed)
Responsible to:	Director of Operations and the Board
Responsible for:	The effective organisation of all age group competitions to include U19, U17 and Flag for BAFA
Length of term:	Appointed every 4 years (a Commission Lead may serve on the Operations group for a maximum of two terms of four years)
Position type:	Voluntary
Reward/ benefit:	Reasonable travel expenses paid to attend Operational meetings, plus free entry to BritBowl
Commitment:	To attend Operations Group meetings at least 4 times a year. We expect the role will need a minimum of 2 hours per week voluntary time - in some cases it will be more.

Key tasks and duties

- Attend all Operations group meetings and communicate regularly with the Director of Operations
- Input into the operational plan regarding competitions to include U19, U17, university and flag
- Organise the U17 and U19 competitions ensuring that they are competitive
- Organise flag competition in association with the schools' commissions lead
- Closely liaise with BAFRA to ensure that the top-level competitions have coverage from BAFRA neutral officials and that as far as possible all BAFA organised competitions are covered by BAFRA Officials
- Set the regular season schedule, playoff schedule and finals venues for U17 and U19 by the end of December in the year prior to the competition
- Manage the Registrations Team
- Recommend solutions to any dispute regarding fixtures and find solutions
- Manage a large volunteer workforce and deploy them to support competition delivery
- To develop and adhere to a yearly budget in conjunction with the Director of Operations in line with your 12-month objectives.
- To work closely with the other members of the operations group to ensure that best practice is shared and that strategies are cohesive

Key skills

- An ability to organise competitions and be mindful of the planning they ensue
- Excellent project management skills, both long term and short term
- Excellent organisational skills • Excellent communication skills
- Excellent listening skills
- Excellent volunteer management skills.

Key competencies

- High level of integrity/probity
- Ability to think and act strategically
- Excellent leadership skills
- Be able communicate concisely, effectively and with transparency
- Act as a positive role model for the sport
- Take responsibility and be accountable for collective actions
- Act in the best interests of the commission, not for an external representative group
- Be able to work in partnership to develop solutions to challenges
- Demonstrable commitment to ethics within the sport
- Demonstrable commitment to equal opportunities and equality
- Have a sound awareness of fiduciary responsibility
- A general enthusiasm for the sport of American Football.

Eligibility

Any person possessing the necessary and appropriate experience in the **Key Competencies and skills** associated with being a competition commission lead within BAFA is eligible to be nominated and/or to apply for the position of commission lead provided they: -

- Do not possess a criminal record inappropriate for the position within the sport
- Have not previously been removed, dismissed or disciplined within or from BAFA or any other NGB or related body.

BAFA is accountable to its Membership and its stakeholders. Because of this accountability, level of responsibility and high-profile nature of the position of Age Group Competition Commission Lead, BAFA must insist on the highest standards of integrity and probity from individuals nominated and/or applying for the position. All nominations and applications will be carefully assessed.

To apply please send a CV and outline of what you would bring to the role to steve.rains@britishamericanfootball.org by 5pm, Sunday 3 February, 2019.