



Adult Contact Competition Manager

The role

The British American Football Association (BAFA) is the recognised National Governing Body for the sport of American football in the UK, both contact and flag. BAFA is responsible for all regulatory, competition, performance and development aspects of the game.

The organisation has been undertaking an exciting governance transformation over the past few years and is looking to bring on board an Adult Contact Competition Manager. This role will be responsible for organising regular and post-season competitions for the various adult contact divisions and managing any ad hoc fixture requirements. They will report to the Adult Contact Commission Lead and will need to be able to manage a small team of people and plan up to two years ahead.

Responsible to: Warren Smart – Acting Adult Contact Commission Lead

Length of term: Open

Position type: Voluntary

Suggested hours: 10+hrs p/w

Responsibilities

- Organising competitions for the various adult contact divisions and charity games.
- Liaising with team managers and any other relevant club contacts
- Coordination with other Contact Committee members
- Work with other BAFA Committees and BAFA Functions

Requirements

- Previous management experience is desirable but not required
- Experience in organising and managing events.
- Working knowledge of databases and MS Office (especially Excel)
- Excellent organisational and team coordination abilities
- Excellent interpersonal skills with an ability to build strong working relationships at all levels of the BAFA community.



Key competencies

- High level of integrity.
- 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
- Be able to work in partnership to develop solutions to challenges
- Demonstrable commitment to ethics within sport.
- Demonstrable commitment to equal opportunities and equity
- Enthusiasm for sport of American football

Diversity and inclusion

The British American Football Association embraces equality, diversity and inclusion both on and off the field of play, where everyone can bring their whole selves to the organisation. We encourage job applications from suitably qualified and eligible candidates irrespective of their gender, ethnicity, religion, belief or sexual orientation.

How to apply

If you are interested and meet the requirements of the role, please send your CV with two character references and a cover letter to Volunteers@BritishAmericanFootball.org no later than the 7th of May 2021.

You will be notified if shortlisted and interviews will be conducted shortly after.