



## Adult Contact Scheduling Coordinator

### 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 the position of Adult Contact Scheduling Coordinator. This role will be managing the platform (currently League Republic) to create, maintain and update the schedule where needed. This role will encompass managing statistics and creating stats tables of performance (league leaders, creating records to be retained as a historical record).

**Responsible to:** Warren Smart – Acting Adult Contact Commission Lead

**Length of term:** Open

**Position type:** Voluntary

**Suggested hours:** 10+hrs p/w

### Responsibilities

- Managing the schedule platform.
- Collection results from the various adult contact divisions.
- Data entry of game results including (but not limited to) scores, total yards rushing & passing, rushes, carries, attempts, catches, TD, Kicking yards, FG.
- Working and communication with other Contact Committee members

### Requirements

- A keen interest in statistics
- Database entry experience desirable
- Working knowledge of 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.
- 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](mailto:Volunteers@BritishAmericanFootball.org) no later than the 7<sup>th</sup> of May 2021.

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