



Under 19 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 Under 19 Competition Manager is responsible for oversight and support of regular and post-season competitions for the various Under 19 contact divisions and managing any ad hoc fixture requirements. They will report to the Contact Football Commissioner and will need to be able to manage a small team of people who will assist with the planning of the Under 19 contact competition for up to two years ahead.

Responsible to:	Mark Snow – Contact Football Commissioner
Length of term:	Open
Position type:	Voluntary
Suggested hours:	10+hrs p/w

Responsibilities

- The successful candidate will be responsible to the Contact Football Commissioner and will be part of their management team, responsible for the coordination of all Under 19 Contact competitions
- Administer the BAFA Contact Competition rules as they apply to the Under 19 Contact competition and where required make appropriate recommendations for action if needed
- Communication is key to this role, and the Under 19 Competition Manager shall be the prime point of contact for all teams competing at Under 19 level, liaising with each team on all matters pertaining to their competition as well as providing support where it is necessary. This includes regular update sessions with the teams in an appropriate form.
- Work with the Under 19 Contact Scheduling Coordinator to ensure that information that is agreed as appropriate is distributed to the Contact Football Commissioner as well as the BAFA Communications Team
- Once introduced through the Associate Process, the Under 19 Competition Manager shall provide oversight for those teams involved, providing them guidance and support as they begin their journey to play contact football
- Coordinate all activity within the Under 19 community and work with the other contact football streams to provide a cohesive leadership team, while also reporting any concerns, risks or constraints to the Contact Football Commissioner as their primary escalation point



- Work with other BAFA workstreams and committees where required

Requirements

- Experience with the organisation and management/coordination of events such as football tournaments
- Ability to work in an agile manner, being open to change and dealing with ambiguity
- Excellent interpersonal and communication skills with an open and engaging approach to build and maintain strong working relationships with the teams as well as all levels of the BAFA community but especially in the Under 19 Contact community
- Excellent organisational and management skills which will include the ability coordinate and effectively manage the teams involved in the Under 19 Contact Competition

Key competencies

- High level of integrity
- Excellent leadership skills
- Able to take direction that aligns with the strategic direction of BAFA
- 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 and to equal opportunities and equity
- Enthusiasm for the sport of American football

Additional Responsibilities

Job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties broadly in line with the above key responsibilities.

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.