



Under 19 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 Under 19 Contact Scheduling Coordinator will manage the scheduling and fixtures reporting platform League Republic, to create, manage and update the Under 19 Contact schedule where required. The role, although in development stage at present, will also encompass managing statistics and creating statistics tables and records of performance, entailing competition statistical leaders, which will be retained as historical records.

Responsible to: Under 19 Contact Competition Manager
Length of term: Open
Position type: Voluntary
Suggested hours: 10+hrs p/w (Seasonal)

Responsibilities

- The successful candidate will be responsible to the Under 19 Competition Manager and shall work with them to liaise and coordinate any communication to the teams regarding schedules or fixtures for all Under 19 Contact competitions via authorised channels
- Administer the schedule and fixtures for the Under 19 Contact Competition via League Republic (appropriate training will be provided)
- Coordinate the Under 19 Contact Competition fixtures with the other Contact Scheduling Coordinators to ensure no clashes of competition where appropriate
- Ensure accurate results for the fixtures are being uploaded and quality check the input data, ensuring tables are accurately representing the results
- Where required, data entry of game results including, but not limited to scores, total yards rushing and passing, etc.
- Provide a weekly update to the Under 19 Competition Manager of results, game day highlights and any other information agreed as appropriate for distribution to the Contact Football Commissioner and the BAFA Communications Team

Requirements

BRITISH
AMERICAN FOOTBALL

British American Football Association
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- 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 the other Contact Scheduling Coordinators, but especially in the Under 19 Contact community
- A keen interest in statistics is desirable but not essential, however there is an acknowledgement that there will need to be an understanding of how to interpret both team and player information for reporting and archiving purposes
- Ability to think quickly and where appropriate input data into League Republic and interpret that data for reporting purposes
- Working knowledge of MS Office (especially Excel)

Key competencies

- High level of integrity
- 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.