



Churchdown Panthers Football Club

www.churchdownpanthers.co.uk

Churchdown Panthers Club Administrator Role

Churchdown Panthers are an FA Standard Charter Football Club with an ethos of “football for all abilities”. Based in Churchdown, we support mixed football for age groups from U6 through to U18. We have around 50 volunteers at the club and around 400 players, linked to Cheltenham Youth Football League and Severn Valley Youth Football League.

As part of our club development strategy, we are looking to create and fill a role focussed on core administrative tasks. This will have the benefit of creating time for the committee to focus on player development and other aspects of the strategy such as facility improvements, girls’ football, adult football, and the like.

The other core aim of the role is to reduce the expenditure on fines from the league and County FA that arise from admin tasks not being completed on time.

Key Responsibilities of the Role

- Weekly reviews of home pitch allocations, ensuring any conflicts are managed in advance.
- Liaising with relevant parties in regard pitch marking.
- Own the relationship with 3rd parties for training facilities and associated allocation to our teams.
- Utilise our new player registration and payments portal, chasing outstanding payments and raising escalations as appropriate.
- Drive our social media presence, updating the club website and providing regular updates and communications via our Facebook and Twitter accounts.
- Weekly checks of the Full-Time application to ensure coaches have applied match stats in the required timely manner and chasing where there are gaps.
- Maintain the core record of coaches’ contact details and maintain updated roles in Whole Game System.
- Manage the discipline process in Whole Game, ensuring player fines are recouped.
- Complete the annual County FA affiliation process in Whole Game, including the annual insurance renewals.
- Schedule, attend and minute regular club meetings (circa every 6 weeks).

Requirements for the Role

- An in-date DBS certification.
- Completion of the Safeguarding for Committee Members certification.
- A real passion and drive to help deliver a safe and enjoyable environment for sport, for our local community.



Churchdown Panthers Football Club

www.churchdownpanthers.co.uk

During the football season, the core activities will be circa 5hrs effort per week. The club will have some level of remuneration for this role.

If you would like to find out more, our would like to register your interest in this role, please contact:

Russ Fulford (Chairman) – russ.fulford@churchdownpanthers.co.uk; 07985803152

Or

Mark Bowers (Secretary) – markbowers007@virginmedia.com; 07575443737

The closing date for applications is 30th July 2021.