

> REFEREE

> COACH

> VOLUNTEER

> PLAY



FOOTBALL OPERATIONS ADMINISTRATOR COMPETITIONS & MEMBERSHIP RECRUITMENT PACK FOR A BETTER GRASSROOTS GAME IN GREATER MANCHESTER



GREATER
MANCHESTER
FOOTBALL



IN THIS PACK

- 1 WHO ARE MANCHESTER FA?
- 2 MEET THE TEAM
- 3 BENEFITS OF WORKING WITH US
- 4 APPLICATION PROCESS
- 5 ABOUT THE ROLE
- 6 RESPONSIBILITIES
- 8 PERSON SPECIFICATION
- 9 HOW TO APPLY

If you need any additional information or have any questions about this role please contact SUPPORT@MANCHESTERFA.COM or the recruiting officer identified later within this application pack.

WHO ARE MANCHESTER FA?



We are the home of grassroots football in Greater Manchester and are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation, Manchester FA is the governing body for association football across Greater Manchester. We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all, regardless of age, ability, sex, sexual orientation, race, religion or socio-economic background. Often described as grassroots football, participation in the non-professional game continues to thrive in a city-region steeped in football tradition and history.

Based at the House of Sport at the Etihad Campus, we oversee and support the game at every level across our county. We currently support more than 45,000 affiliated players playing within thousands of teams and hundreds of clubs. The game is powered by over 4,000 registered volunteers who give their time to lead, organise and sustain football in their communities.

We also support the development of the people who make the game possible on and off the pitch. This includes over 1,000 registered referees and a growing network of coaches who access learning and development opportunities to raise standards and improve the experience for players across Greater Manchester.

As guardians of the national game locally, we are committed to strong governance, high standards, effective safeguarding and continuous development. Everything we do is focused on one shared ambition: for a better grassroots game in Greater Manchester.



'FOR A BETTER GRASSROOTS GAME IN GREATER MANCHESTER'
CLICK OR SCAN TO DOWNLOAD OUR 2024-2028 MANCHESTER FA BUSINESS STRATEGY



MEET THE TEAM



BENEFITS OF WORKING WITH US

There are a whole host of both contractual and non-contractual benefits to working with us here at Manchester FA, including but not limited to just some of the following....



You birthday off, in addition to 25 days annual leave and bank holidays!



A hybrid and flexible approach to your working week and schedule.



An employee contributory pension scheme



Access to ticketing including England fixtures and The FA Cup Final!



Additional Training & Development opportunities throughout the season.



An award winning County FA including our People Plan for employee wellbeing.

Manchester FA



APPLICATION PROCESS

To apply, please complete the application form located towards the end of this pack and equality and diversity monitoring form found [HERE](#).

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact Paul.Roots@ManchesterFA.com who can arrange for any reasonable adjustment to be made for your application.

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged during the week specified below.

Manchester FA is committed to equality, diversity, and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age. You can find out more about Manchester FA's commitment to EDI in our Equal Opportunities Policy at [ManchesterFA.com](#).

Manchester FA are committed to addressing individuals from historically under represented groups within the game. We aim to tackle this inequality by shortlisting for interview a minimum of two applicants with ethnically diverse, disability or female characteristics that meet the essential criteria for the advertised role.

Safeguarding is at the Heart of What we do!

Manchester FA is committed to ensuring that Safeguarding within Grassroots football is at the heart of what we do. Ensuring that all our officers and volunteers involved in Manchester FA and to be successful in this role you will be required to ensure that you are committed to completing any safeguarding training that is deemed a requirement by Manchester FA or The FA. A Criminal Records Check will be completed with employment and character references requested before employment is offered.

KEY DATES

APPLICATION CLOSING DATE:

MONDAY 8 JUNE 2026

INTERVIEWS:

W/C 15 JUNE 2026

ABOUT THE ROLE

ROLE TITLE:	FOOTBALL OPERATIONS ADMINISTRATOR (COMPETITIONS & MEMBERSHIP)
CONTRACT TYPE:	PERMENANT
HOURS PER WEEK:	37.5 HOURS PER WEEK
SALARY:	£26,300
ANNUAL LEAVE	25 DAYS PER YEAR + BANK HOLIDAYS AND AN ADDITIONAL DAY FOR YOUR BIRTHDAY
LOCATION:	The role will involve a combination of home and office based working and travel to various locations across Greater Manchester to meet the needs of the business. Manchester FA Operating Hours: 8am-8pm (Mon-Fri) & (9am-2pm) Saturdays The role holder will be expecting to undertake some evening and weekend work throughout the season.
ROLE PURPOSE:	<ul style="list-style-type: none">- To support delivery of The FA National Game Strategy and the Manchester FA Business Strategy.- To lead and manage the administrative duties of the County Cup competitions including rounds and the delivery of County Cup Finals.- To act as lead staff for the Competitions Working Group- To assist in the efficient running of the Football Operations Team.- To play an active role in the annual club affiliation and league sanction renewals processes.- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.- To support the adoption of FA technology systems across grassroots football.- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

RESPONSIBILITIES

JOB TITLE:	FOA - COMPETITIONS & MEMBERSHIP	CONTRACT TYPE:	PERMENANT
REPORTS TO:	HEAD OF FOOTBALL OPERATIONS	TIME COMMITMENT:	37.5 HOURS PER WEEK
DIRECT REPORTS:	N/A	LOCATION:	HYBRID

JOB RESPONSIBILITIES

COUNTY CUP COMPETITIONS

- Manage, develop, promote and administer all County Cup competitions including the planning and delivery of all finals.
- Conduct the draws for County Cup competitions.
- Distribute draws and liaise with the appointments officer to ensure referee appointment coverage.
- Liaise with appropriate personnel with regards to any disputes or queries.
- Issue and process payments for fines for breaches of competition rules.
- Ensure that fixtures and results are communicated.
- Manage the organisation, preparation and distribution of County Cup draws.
- Maintain a strong relationship all stakeholders to influence key decisions, including the day to day management of the Competitions Working Group (CWG)
- Forward planning to ensure fixtures are completed as scheduled and with limited disruption.
- Provide advice and guidance on County Cup rules and regulations including supporting the CWG with the annual review of competition formats and rules.
- Complete and review risk assessments and event applications where the Manchester FA is providing commissioning County Cup fixtures for under 18s or adults at risk and/or where facilities are being hired by outside organisations.
- To support in ensuring that all Club/League tournaments/festivals, friendlies and competitions are sanctioned in accordance with FA Regulations.
- Work collaboratively with the CWG and Head of Football Operations to drive the creation and implementation of the County Cup Competitions Strategy.

SAFEGUARDING

- Collaborate with the Designated Safeguarding Officer on all matters involving under-18s and adults at risk within County Cups and representative football.
- Ensure contract agreements are in place with all contractors and that they outline the requisite safeguarding responsibilities and accountabilities for all parties.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Manchester FA and grassroots football.
- Risk-assess all Manchester FA events and activity for under-18s and where the Manchester FA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the Manchester FA youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.

FOOTBALL OPERATIONS

- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Club and Competitions Portals, Matchday app and Full Time).
- Manage own workload of customer queries received via our email ticketing system Feshdesk and 'We'll Work Around You' call booking system.
- To actively seek for opportunities to improve and enhance Manchester FA's own processes and procedures.
- To utilise provided systems to 'own' all assigned customer queries, irrespective of business area from beginning to conclusion where possible with a specialism of competitions related matters.
- Support the affiliation of clubs and ensure leagues fully comply with The FA Standard Code of Rules (adult and youth) prior to sanctioning.
- Execute tasks as required to meet the Manchester FA changing priorities.

PERSON SPECIFICATION

ESSENTIAL CRITERIA:

- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills.
- Excellent problem solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Knowledge of grassroots football structures and the National League System.

DESIRABLE CRITERIA:

- Event organisation and management.
- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.
- Capability to create multiple reports, budgets and plans.
- Knowledge and understanding of The FA's National Game Strategy and how the County FA Business Plans support its delivery.
- Knowledge and understanding of working with volunteers.
- Knowledge and understanding of FA Rules and Regulations.
- Knowledge of how the County FA operates in partnership with The FA.

HOW TO APPLY

KEY DATES

APPLICATION CLOSING DATE:

MONDAY 8 JUNE 2026

INTERVIEWS:

W/C 15 JUNE 2026

**CLICK HERE TO
APPLY TODAY!**



PASSIONATE | INSPIRING | PROFESSIONAL



GREATER MANCHESTER FOOTBALL

Manchester Football Association

House of Sport Manchester
Gate 13 Rowsley Street
Etihad Campus
Manchester
M11 3FF

www.ManchesterFA.com
Support@ManchesterFA.com