



Role Description

Role Title:	National CP Football League Fixtures Secretary
Reporting to:	National CP Football League Chairman and CP Sport Football Development Officer
Location:	Home Based
Hours:	Approximately 1 hour per week

Purpose:

The National CP Football League is coordinated by volunteers to provide CP Football clubs with regional and national competition. The league runs 6 fixture rounds a season, on a monthly basis, as well as coordinating the National CP Cup. Winners of the league and cup play each other in the Cerebral Palsy Cup final at St. George's Park as well as being streamed live on BT Sport.

The League Committee are recruiting a new Fixtures Secretary and is an opportunity to be part of an incredible journey, as well as offering a variety of learning experiences, working within a passionate and driven team.

About CP Sport:

We are a national disability sport organisation and charity. We encourage people with cerebral palsy to live more active lives by promoting the opportunity, capability and motivation involved in taking part in sport and physical activities. We provide sport and activity opportunities for people with cerebral palsy, a range of support services and also use our voice to influence change for the benefit of disabled people.

Part of our new strategy is to develop regional hubs across the country. These hubs will be a network of partners and organisations that drive the needs and desires of those with cerebral palsy across the region. We will also be able to gain a deeper understanding of what already exists and what needs to be done to ensure there is a vast choice within sport and physical activity for those with CP.

Role Description:

Key Tasks:

- To ensure effective delivery of National CP Football League fixtures
- To coordinate National CP Football League fixtures and notify teams
- To liaise with facility providers to confirm bookings
- To liaise with the Referee Coordinator to ensure sufficient referees are allocated to fixtures
- To liaise with Match Day Coordinators to ensure sufficient cover is allocated to fixtures
- To Upload fixtures and record results on FullTime



Key Skills:

- Experience and empathy with working with volunteers
- Excellent internal and external communication
- Ability to engage and build strong relationships
- Knowledge of FA rules and regulations (Desirable; training available)
- Knowledge of FA technology systems (Desirable; training available)
- IT skills

Key Relationships:

- League management Committee Members
- League Referees
- National CP Football League clubs
- CP Sport Football Development Officer
- The Football Association

Values:

The ideal candidate will share CP Sport's key values:

- **Listen** to our community and work together to find solutions to achieve our vision
- **Collaborate** with others from within the sector and from outside of the sector – we can't achieve our vision on our own
- **Learn** from our successes, our mistakes and from others, enabling the National CP Football League to be an agile, dynamic and innovative league
- **Support** people with cerebral palsy to lead an independent and active life
- **Bring enjoyment** and fun to our work, our events and ultimately to our community

Offer of Support:

As a National CP Football League Committee Member, you will benefit from:

- Support through the National CP Football League Chairman
- Supportive induction into role
- FA training and CPD opportunities
- Access to CP Sport training and support
- An opportunity to attend the CP League fixtures (Including the CP Cup Final at St. George's Park)
- Reasonable travel expenses covered

If you are interested in this voluntary role or would like to find out more, please contact Richard Todd (CP Sport Football Development Officer) via Richard.Todd@cpsport.org or 07762 739926.