

THE
HARBOUR
PROJECT

Providing a safe space for refugees and asylum seekers in Swindon
Reg. charity 1171368



Volunteer Football Admin Officer Swindon United football team

Description of Activity

TITLE	Volunteer Football Admin Officer, Swindon United
RESPONSIBLE TO	Project Manager, The Harbour Project
HOURS	5 hrs per week (maximum)
LOCATION	Home-based, although will be liaising with The Harbour Project, based in central Swindon, and Swindon United, which trains at St Joseph's College, Ocotal Way, Swindon, SN3 3LR

What are we looking for?

Swindon United Football Club, in conjunction with The Harbour Project, is on the lookout for a volunteer admin officer who can assist with supporting and communicating its football initiatives for its ever-growing and enthusiastic football team. The team has an average turnout of 20 players a week, with ages around 16-25 years old.

Whether you are an experienced charity worker, considering a career change, or taking the first steps in a fundraising or communications role, if you love football, but are more of a sofa enthusiast than a player or coach (!), we want to hear from you.

Who should apply?

Anyone with a passion for football and a commitment to supporting young people from disadvantaged backgrounds. This role would provide great experience not only for someone keen to develop their administrative skills, but also those already working in fundraising or communications - or looking to go into those fields.

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What does the role entail?

- ◉ Be the main point of contact between The Harbour Project and Swindon United Football team
- ◉ Be the main point of contact with opposition clubs when fixtures are arranged
- ◉ Provide basic administration support to the coaching team of Swindon United Football Club. This may include report-writing, minute-taking and their circulation
- ◉ Work closely with the Wiltshire County FA to ensure Swindon United is fully registered each year to be able to play matches against other clubs
- ◉ Support all fundraising and sponsorship opportunities, including updating social media
- ◉ To maintain and upkeep membership database and details to ensure (where possible) Swindon United has accurate mailing and contact details
- ◉ Support active promotion of playing opportunities within Swindon United, including drafting media releases as appropriate
- ◉ Support with recruiting volunteers.

Desirable skills/ qualifications *(we can support you if you do not have these in place)*

- ◉ Enhanced DBS check
- ◉ Strong admin skills, including MS Office, social media

What is The Harbour Project and Swindon United?

The Harbour Project is a registered charity supporting refugees and asylum seekers in Swindon, helping them navigate the asylum process and integrate them into Swindon life. One of the ways we do this is through football.

This joint venture sees us working with the Wiltshire FA to affiliate Swindon United football team to develop it into its own entity, with the ultimate goal being to join the Amateur FA.

What would the commitment be?

We are looking for someone who can make a weekly commitment between the team, which trains on a Sunday between 2 and 4pm, and Harbour staff, who work weekdays.

We would be happy to discuss the time commitment you were able to make. We would also consider how to support you to develop your skills through access to FA training courses.

What do I do if I am interested?

For further information, or to discuss this opportunity, please call Nan Bains, Project Manager, on 01793 611682 (Office) or 07541 574 107 (Mobile) or via nan.bains@harbourproject.org.uk

We look forward to hearing from you.