



Job Title	Football Management System Intern
Location	Football Association of Wales Headquarters, Cardiff
Salary	£14,940
Hours of work	35 hours per week including evening and weekend work
Duration	3 <sup>rd</sup> June 2019 – September 2020

The Football Association of Wales (FAW) is seeking to appoint six Football Management System Interns. The FAW is the governing body of football in Wales and is responsible for promoting and developing the game at all levels from grass roots through to the professional game.

### Background

The FAW is implementing a new Football Management System which will be used by all areas of Welsh football and will radically change the way the sport is administered in Wales. The new integrated Football Management System, COMET, is an online-based application system that aggregates all the key processes, data and transactions that take place within Welsh football, including registration, discipline, match officials, match fixtures and match results. The new system will be implemented over the next two seasons with all player registrations being processed via COMET from the start of the 2019/20 season.

Working with the FAW's Special Projects and Player Registrations departments, the Football Management System Interns will play an important role in delivering the training for the COMET System's many different users, processing the large numbers of player registrations (approximately 85,000) and providing first class ongoing help desk support to all COMET System users. The Football Management System Interns will be trained to a very high standard in the use of all COMET System modules to enable them to carry out these duties.

The positions are full time and based at the FAW Offices in Cardiff. Hours will be worked on a rota system to include evenings and weekends (e.g. work patterns may be from 9am to 5pm or 12pm to 8pm, and one weekend in two may be worked. Where weekends are worked, employees will have days off during the week). The post holders will also be required at times to perform their duties, or additional work, or attend training outside of normal office hours, and/or in different locations, either domestically or internationally, at the discretion and demands of the business.

## Core Responsibilities

The core responsibilities include but are not limited to the following:

- Processing player registrations on the COMET system, under the guidance of the FAW's Player Registrations Manager;
- Providing first class support and customer service to all COMET System users, in relation to player registrations and competition management;
- Helping the FAW's Special Projects team in identifying recurring user issues and frequently asked questions;
- Helping the FAW's Special Projects team in identifying further user training needs; and
- Assisting with the delivery of COMET System user training requirements;
- Any other tasks relating to optimisation of the COMET System and as required by the FAW.

## Person Specification:

- Must be available to start in post by no later than Monday 3<sup>rd</sup> June 2019;
- Must be IT literate with experience of using Microsoft applications, particularly Word, Excel and Outlook;
- Show willingness to learn;
- Excellent written and verbal communication skills;
- Must be self-motivated and demonstrate commitment and enthusiasm;
- Demonstrate flexibility;
- Demonstrate attention to detail and a methodical approach to work;
- Excellent organisational skills;
- The ability to deal with difficult matters professionally and in confidence;
- The ability to work as part of a team and also without supervision;
- The ability to work outside of normal working hours;
- Experience of data entry (preferred but not essential);
- Full driving license (preferred but not essential);
- Knowledge and interest in football (preferred but not essential);
- The ability to speak Welsh (preferred but not essential).

## Equal Opportunities:

The FAW integrates equality of opportunity into all aspects of its business including appointments. The principles of fair and open competition will apply and appointments will be made on merit.

## Applications:

- The deadline for applications is midday on **Monday 25 February 2019**.
- Applications are made by submitting a current CV, supported by a covering letter detailing why the applicant believes they are a suitable candidate for the post, to [careers@aber.ac.uk](mailto:careers@aber.ac.uk).
- Please use **Football Management System Intern** in the email subject line.

The appointment of the successful candidate will be subject to an enhanced DBS check.