

BAFA situations vacant

Due to recent resignations and changes to people's commitments, BAFA wishes to fill a number of vacant posts as detailed below. In addition to the primary posts listed, we wish to appoint at least one deputy for each post to ensure that knowledge about BAFA procedures is well distributed and make the Association resilient to absences by individuals. In particular, in the Welfare Officer roles, we would aim to appoint at least one person with responsibility for liaison with CRB in England and Wales, and at least one person for liaison with Disclosure Scotland.

All posts listed below report to the BAFA Board, either directly or through a nominated director. All posts are voluntary, though reasonable expenses will be paid for pre-approved activities incurred on BAFA's behalf. Travel to attend Board meetings (held quarterly on Saturdays) and other meetings as necessary will be required.

Posts available

<i>Post</i>	<i>Current status</i>	<i>Brief description of responsibilities</i>	<i>Enquire to/ Apply to</i>
General Secretary	Has been vacant for some years	<ul style="list-style-type: none"> • Professional administration of the BAFA Board and its meetings • Organising Board and Committee meetings • Attending Board meetings • Ensuring minutes of meetings are produced promptly • Liaising with the Company Secretary to ensure that BAFA meets its legal responsibilities 	Gary Marshall
Finance Director	Pat Mapleston currently Acting FD since Glen Schild's resignation. Pat wishes to hand over to a long-term successor before the end of this year	<ul style="list-style-type: none"> • General oversight and responsibility for finances • Implementing financial policies and procedures • Oversight of BAFA's insurance policies [may be reassigned to Central Registration Officer] 	Charles Macnamara

<i>Post</i>	<i>Current status</i>	<i>Brief description of responsibilities</i>	<i>Enquire to/ Apply to</i>
Central Registration Officer	Vacant since Glen Schild's resignation	<ul style="list-style-type: none"> • Ensuring that BAFA central registration service runs effectively in recording and maintaining the individual records of membership as required • Ensuring that membership data is processed weekly and that roster data is available to teams and officials • Ensuring that member organisations are able to receive reports on their membership • Ensuring that reportable incidents are notified to our insurers 	Pat Mapleston
Welfare Officer	Julia Chatwood has indicated her desire to step down as soon as possible	<ul style="list-style-type: none"> • Ensuring that processes are in place to efficiently administer CRB/DS/ISA requests through BAFA • Dealing with welfare issues raised in accordance with the BAFA Welfare Policy • Working with member organisations to ensure that their welfare policies are consistent with BAFA's and operate effectively 	Gary Marshall
Disciplinary Officer	Jim Briggs was appointed Disciplinary Officer pro tem and wishes to hand this over to someone else	<ul style="list-style-type: none"> • Administering the role as specified by the BAFA Disciplinary Code 	Jim Briggs
Appeals Officer	Charles Macnamara has acted as the Appeals Officer at various times in the past	<ul style="list-style-type: none"> • Administering the role as specified by the BAFA Disciplinary Code 	Jim Messenger

<i>Post</i>	<i>Current status</i>	<i>Brief description of responsibilities</i>	<i>Enquire to/ Apply to</i>
Webmaster	Vacant since Glen Schild's resignation	<ul style="list-style-type: none"> • Ensuring that BAFA's websites are available and working • Ensuring that the content of BAFA's websites is kept up to date • Ensuring that BAFA's email systems are available and working • Liaison with Internet Service Providers 	Jim Briggs

In addition to the specific responsibilities listed, all appointees will be expected to contribute to the establishment of appropriate processes within their area of responsibility, and to work with colleagues to ensure that BAFA's operations are conducted efficiently and reliably.

Notes

1. In the interests of avoiding conflicts of interest, anyone appointed to one of these posts may be asked to relinquish some or all roles they may currently hold with BAFA member organisations.
2. Applicants may, if they wish, apply for more than one post – in which case they should indicate an order of preference of the posts they are applying for.
3. In the interests of ensuring the efficiency of BAFA's operations, it is unlikely that any individual would be appointed to more than one of the above posts.

More details

If you would like more details or wish to discuss what might be involved in these posts, please feel free to contact the BAFA director named above, or any other current BAFA director.

Contact details are as follows:

Gary Marshall	gmlade@aol.com	01661 843179
Charles Macnamara	frasermacnamara@btconnect.com	0121 550 7308
Jim Briggs	jim.briggs@acm.org	023 9236 5232

Jim Messenger	messenger.j@googlemail.com	01245 425898
Pat Mapleston	patrick.mapleston@btinternet.com	01205 366112

Application process

To apply, please send the following in an email to the BAFA Director(s) listed for the post(s):

- a letter of application stating which post(s) you are applying for and why you believe you would be suitable for the role
- a CV indicating your football and other experience relevant to the post(s)
- at least one and at most 3 letters of recommendation from persons (not family) who can comment on your suitability for the post(s) for which you have applied

BAFA will continue to accept applications until each post is filled. However, applications received by Friday 3rd July 2009 will be given preferential consideration. Appointments may be made purely based on the application, or supplemented by a telephone, online or face-to-face interview as deemed appropriate by BAFA. Appointments will normally be made for a 1-year period in the first instance, but reappointment would be expected subject to satisfactory performance.

BAFA promotes equality of opportunity in making these appointments.