

Volunteer league administrator, Charity Football League

The Charity Football League raises money for charity by running football leagues. The League is looking for a volunteer administrator who has an attention to detail, good organisational skills, and a passion for football to help run our leagues in Oxfordshire. The role is an exciting opportunity to be part of a social enterprise that raises money for charity while bringing together people in the local community through football.

The league administrator organises upcoming leagues in Oxfordshire, putting together fixtures, communicating and onboarding teams to the new league and ensuring the league is full and runs smoothly throughout the season.

What you'll be doing:

- Advertise Oxfordshire leagues, working with the Social media and marketing volunteer, aiming to fill the league
- Recruit and onboard teams and individuals to the league
- Prepare fixtures and play-offs for the league
- Manage the main league inbox handling player queries

Time commitment Approx. 1-2 hours a week, 2 in the run up to a new league

What we're looking for

- Strong organisational and communication skills
- Initiative, enthusiasm and a willingness to learn
- Passion for football and community projects
- Proficiency with Microsoft Office

What you'll get

As the league administrator you will:

- Gain great experience managing operational aspects of a small business
- Contribute to a community of football fans
- Help raise money for charity

Practical considerations

The role will require independent work but you will be supported by the volunteer team and Charity Football League manager with regular meetings and calls.

The league administrator will report to and be supported by the League Manager

About the Charity Football League

The Charity Football League was set up in 2012 as a social enterprise to raise money for [Jacari](#), a local education charity working with young children who do not speak English as their first language and are at risk of missing out on achieving their potential. Jacari recruits and trains volunteer tutors



to support these children, improving their English, enabling them to fulfil their potential and better integrate into the community.

8 years after later the Charity Football League has raised over £70,000 for Jacari. Our vision is to grow the Charity Football League beyond Oxford, running competitive leagues throughout the country, bringing people together through football and raising money for charity.

While unpaid, volunteering for the Charity Football League is an exciting, enjoyable and invaluable opportunity to work in a fast growing and small social enterprise, gaining exposure to and experience within a small business. Plus, volunteers' work is crucial in raising vital funds for Jacari.

How to apply

[Email us](#) if you're interested in joining the committee, positions are filling up quickly.