IT System Manager

(note: this may be the same person who fills the website manager position, or a seperate volunteer)

Role Description

To manage clubs IT systems

Reports to: Club Secretary

Commitment

Occasional updates and monitoring throughout the year with a few hours work updating pre season.

Responsibilities

1. Monitor and manage the clubs Microsoft Office account
2. Add and remove committee member email accounts as needed
3. Manage the Club's members database (Thrive4):
    a. Set up new season teams and issue registration links to the teams
    b. Assist the team registration secretaries in maintaining accurate records
    c. Setup the membership products each season.

Essential Skills & Character	Desirable Skills
1. Great with learning new software and systems. 2. Well organised. 3. Reliable 4. Dedicated club person. 5. Honest and trustworthy.	1. Experience managing Microsoft Office Business accounts

Accreditation Criteria						
In date FA CRC	Safeguarding Children Course (valid for 2 Years)	Safeguarding Children for Committee Members	Introduction to First Aid in Football (Valid for 3 years)	Welfare Officer's Course	Playmaker course	Introduction to Coaching Football
Nothing required						