



## ROLE PROFILE: Club Secretary

<b>Job Title:</b>	Club Secretary	<b>Reports To:</b>	Bootle FC Committee
-------------------	----------------	--------------------	---------------------

### Role Purpose:

The Role of the Club Secretary is an important position with substantial responsibility as the main contact between the League, FA, County FA and your Club. The Club Secretary key role is keeping the committee fully up to date with all relevant correspondence, and, ensure team management understand the League Rules & Regulations when signing players, completing paperwork.

The Secretary needs to have an understanding of; FA, County FA & League Rules. Deal with all correspondence this includes everything (documentation, invoices, instructions, fines, questionnaires etc.) regarding League, FA and/or County FA.

### Hours:

- Match days, midweek and weekends.
- Up to six hours per match.  
Approximately 3 hours before a match and up to 3 hours after the final whistle.
- Some weekend and evening work on non-match days may be required

### Location:

Berry Street Garage Stadium/Home working

### Key Accountabilities:

- To oversee and carry out the football administration duties of the football club, primarily focusing on the First Team, as well as where required assisting with the Clubs operations, ensuring policies and procedures are implemented in line with best practice.
- Responsible for ensuring compliance with all rules and regulations of the various football authorities, and that all relevant paperwork, submissions and surveys are completed on time.
- Co-ordination and maintenance of player disciplinary matters and records, including where necessary preparation of appeals to The Football Association.
- Management of The FA Wholegame system.
- Organise away travel, for all away fixtures for the first team, football management and Directors.
- To manage the scheduling of all First Team competitive & noncompetitive fixtures, as well as the arrangement of match officials for all First Team and home fixtures. Applicable to other stadium matches when required.
- Attendance at all first team home matches and liaison with away clubs for home and away matches.
- Other duties outside of this specification as directed by the Operational Directors
- To lead the operations of all match days at the stadium working in partnership with the Safety Officer to ensure stewards, medical staff and match day staff and volunteers are organized
- To attend all committee meeting and minute accordingly for distribution throughout membership.

<b>Person Specification:</b>	
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>1 - Valid full (UK) driver's licence (Desireable)</li> <li>2 - Advanced DBS Disclosure (can be completed with club)</li> <li>3 - Emergency first aid certificate (can be completed with club)</li> </ul>
<b>Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>1 - IT skills to include the ability to use Microsoft Office</li> <li>2 - Previous experience of events operations</li> <li>3 - Knowledge and experience of FA Standard policies</li> <li>4 - Experience of working in a sports club</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>1 - Strong organisational and administrative skills</li> <li>2 - Excellent communication skills</li> <li>3 - Accurate timekeeping skills</li> </ul>
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>1 - Takes responsibility for ensuring a high quality of work</li> <li>2 - A genuine team player who will support and motivate other members of the team</li> <li>3 - An adaptive individual who can cope well in high pressure situations</li> <li>4 - A proven ability to multi task and manage multiple projects</li> <li>5 - Hardworking and enthusiastic</li> <li>6 - Meticulous attention to detail</li> <li>7 - Understands the importance of confidentiality and integrity at all times</li> <li>8 - Loyal and committed</li> <li>9 - Seeks to learn and develop daily</li> </ul>

To apply for this role, please email your CV and no more than 500 words on what you can bring to the role to [info@bootlefootballclub.co.uk](mailto:info@bootlefootballclub.co.uk)