

**Sporting Khalsa Women - Willenhall, WV13 3BB**  
**Club Secretary - Voluntary**  
**Charter Standard Club competing in the FA Womens National League**

We are seeking a committed individual to support our club as a secretary.

We are a Charter Standard Club based in Willenhall with a small committee of volunteers. We currently have five female teams and a new wildcats centre for girls 5-11 beginning their football journey.

Last summer we made huge strides as a club and our home ground benefitted from £1.2m of investment. The facilities are now capable of support teams within our club but also other local clubs, groups, societies, schools and educational establishments.

Due to growth and ongoing development we are seeking volunteers with various skills to join our expanding team.

The role will be varied, enjoyable and rewarding and will involve liaising with the FA Women's National League, Staffordshire FA, Opposition Clubs and Referees. They will also work closely with the rest of the committee and have their full support.

The individual will need to be PC literate and have good administration skills as they will need to communicate verbally and in writing.

We are very keen to support the right individual with full training and additional qualifications.

For further information and to apply please email [khalsawomen@sportingkhalsa.com](mailto:khalsawomen@sportingkhalsa.com)