



## THE FOOTBALL ASSOCIATION - ROLE PROFILE

<b>Job Title:</b>	Secretariat Support Manager	<b>Reports To:</b>	Group Company Secretary and Legal Director	<b>Grade:</b>	
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<b>Job Purpose:</b>	
The job holder will support the Company Secretary, providing advice and assistance on all company secretarial issues and ensure that The FA and each subsidiary company is meeting its statutory requirements.	
<b>Jobs Reporting Into The Job Holder:</b>	Secretariat Support Assistant

<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"> <li>• To be responsible to the Company Secretary for ensuring that FA Board and subsidiary company procedures are followed and applicable internal and external rules, regulations and codes of practice are complied with, including for example: (i) maintaining the statutory registers; (ii) ensuring that the Group files statutory information promptly (wider than just companies house information and includes e.g. data protection registration); (iii) providing members and directors with notice of meetings; (iv) providing members with proposed written resolutions and auditors with any passed resolutions; (v) sending copies of resolutions to Companies House.</li> <li>• Keeping up to date with all relevant statutory and other regulatory procedures relating to company secretarial matters.</li> <li>• To be responsible to the Company Secretary (i.e. the Secretary of Council) for ensuring that Council procedures are followed including for example: (i) providing Council Members with notice of meetings; (ii) overseeing the nomination and election procedures for Members of Council.</li> <li>• Assisting with answering queries from Council Members in relation to the procedures of Council.</li> <li>• Managing the Council area on the Group Intranet site to ensure fast efficient flow of information to Council Members.</li> <li>• Planning for the above meetings and assisting in the preparation of relevant papers for these meetings including proactively managing a diary of all key company secretarial events. Following up on action points from the meetings.</li> <li>• In consultation with the Company Secretary taking or arranging the taking of minutes for the above meetings.</li> </ul>	
<b>Enhanced CRB Check Required:</b>	NO

<b>Key Internal Relationships</b>	<b>Key External Relationships</b>
<ul style="list-style-type: none"> <li>• The FA Board</li> <li>• Subsidiary Company Boards</li> <li>• The FA Management Team</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>



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<ul style="list-style-type: none"> <li>• Subsidiary Company Management Teams</li> <li>• FA Council</li> <li>• Council Committees and Board Sub Committees and the secretary's of the same</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
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### WHAT IS NEEDED TO CARRY OUT THE ROLE?

Person Specification (Key Skills And Experience Required): Essential	Person Specification (Key Skills And Experience Required): Desirable
<ul style="list-style-type: none"> <li>• Previous experience of handling company secretarial matters, maintaining statutory company books.</li> <li>• The ability to take clear minutes and write up the same.</li> <li>• Strong communication skills – both verbal and written. Ability to communicate to Council, Boards and Mngt Teams.</li> <li>• Attention to detail and accuracy</li> <li>• Positive, professional attitude and able to remain calm under pressure.</li> <li>• Ability to prioritise and use initiative.</li> <li>• Good organisational skills.</li> <li>• Good team player – reliable, flexible, helpful and willing to “muck-in”.</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment as a company secretary</li> <li>• Formal company secretarial qualification or legal qualification</li> </ul>

Behaviours level required:	Level required:
<ul style="list-style-type: none"> <li>• Delivery</li> <li>• Teamwork</li> <li>• Customer Excellence</li> <li>• Communicating</li> <li>• Developing Self and Others</li> <li>• Leadership</li> <li>• Problem Solving</li> </ul>	<ul style="list-style-type: none"> <li>• 3</li> <li>• 3</li> <li>• 3</li> <li>• 3</li> <li>• 3</li> <li>• 3</li> <li>• 3</li> </ul>

<b>Author:</b>  <b>Date:</b>	<b>Signed by Job Holder:</b>  <b>Date:</b>
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