

Role Profile – Club Secretary

GENERAL

Staff at Wingate & Finchley Football Club are the key contributors to the delivery of the Club's reputation and future goals.

POSITION PURPOSE

To effectively manage Football Administration within the Club to ensure compliance with the Rules and Regulations of the relevant governing bodies.

RESPONSIBILITIES

Football Administration

- Ensure a full working knowledge of all football rules and regulations in areas such as player contracts and transfers, fixtures and match organisation, youth development, player discipline and child protection.
- Preparation of players' contracts and lodging of contracts with governing bodies and distribution of key information to the Board of Directors
- Loan player administration and procedures.
- Gathering information for and completion of work permits/International clearance for players
- Liaison with Manager & Coaching Staff on relevant matters.
- Liaise with Ryman League & other clubs on first team fixture arrangements & changes notifying all affected.
- Collate list of complimentary tickets/guests for entry at the gate on matchday
- To be available on vast majority of Club matchdays to oversee matchday duties are undertaken correctly by all matchday staff.
- Ensure effective policies and procedures are in place overseeing football administration practices, including maintenance of various databases
- Ensure that the requirements of the coaching staff are delivered
- Level of financial sanctions for non-compliance.
- Identification of areas of weakness and develop accordingly
- Registrations and transfers are executed effectively, timely and within the Rules
- Work permit status of existing and potential players monitored.
- Monitoring player contractual situations
- Ensure fixture scheduling meets the Club's needs.
- Level of Financial sanctions and issues arising on matchday causing notable impact
- Develop strategic framework for safeguarding children and implement initiatives.
- Ensure any child protection cases are dealt with appropriately.
- Advise on compliance with the Disability Discrimination Act

Child Protection & Disability

- Liaise with all staff members on child protection issues.
- Oversee the Club's CRB processes in Support the Clubs Safeguarding Officers.

Experience:

- Experience working within a responsible football administration role desirable

If you would like further information or to discuss the role, please contact Aron on aron@wingatefinchley.com or 07768864287.

Please send CV's to aron@wingatefinchley.com