



## **ASSISTANT FIXTURE SECRETARY**

**Applications are invited for this very important post. Experience in football/sport administration is required. This is a key post coordinating the work of this League that covers a large geographical area with 49 member clubs and 4 Divisions.**

Duties include:

- Day to day administration of the League
- Acting as Chairman to the Board and its Committees
- Ensuring compliance with League & FA Rules and Directives
- Supporting member clubs with their development & funding opportunities
- Ensuring close liaison with Officers & Committee Members

Applicants must have good oral and written communication skills, an eye for detail, good organisational skills and be proficient in the use of computer applications, including Word, Excel and PowerPoint.

The post is voluntary.

Please contact Jose Gomes, Workforce Development Officer for further details and a discussion about the post. Closing date for applications is 12:00 pm, on 23<sup>rd</sup> September 2020.

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