Ladies First Team Fixtures Secretary & Administrator

An exciting opportunity has arisen at Maidenhead United Ladies FC to join the management team for the current 2019/2020 season. Maidenhead United Ladies FC currently compete in the FA Women’s National League South West Division 1. **Please note: This is a voluntary position.**

**Job Description**

**Core Responsibilities**

* To ensure that fixtures are arranged, establish a fixture list for the whole season and confirm or re-arrange fixtures during the season.
* Keep financial information and accounts up to date.
* Any other duties as required by the football club within the reasonable demands of the role.

**Pre-Season Duties:**

* Receive fixtures from league and competitions.
* Liaise with the other Fixture Secretaries to offer and receive friendly fixtures.
* Create the fixture list for the team.
* Liaise with other sections of the club in respect of other commitments (fixtures and  
  events).
* Forward lists of new fixtures to the County FA to arrange officials.
* Book pitches and facilities for the season.
* Register new players via the Whole Game System to ensure they are signed on with the League.
* Assist with producing budget for up and coming season.

**In-Season Duties:**

* To confirm upcoming fixtures with scheduled opposition.
* Inform players, coaches and officials if any changes in schedule occur.
* Confirm availability of pitch & club facilities for upcoming fixtures.
* Liaise with other sections of the club in respect of changes.
* Seek and agree suitable new fixtures where required.
* Report match results to appropriate body and update the necessary websites.
* Liaise with Community Treasurer regarding payments for use of facilities and forward invoices where required.
* Log Match Day Officials payments and keep accounts spreadsheet up to date.
* Liaise with Management Team regarding payment of player’s subs.

**Person Specification**

* Be committed, enthusiastic and passionate about the development of the team.
* Have the ability to work as part of a team as well as using ones own initiative.
* Adhere to all club policies and visions.
* Good communication skills.
* Well organised.
* Knowledge of teams, team captains and players in order to make the right judgments  
  on suitable fixtures, as well as knowledge of other clubs and teams.

**Qualifications**

* CRC and FA Safeguarding Certificate required.
* Previous experience is desirable but not essential.

**Other**

* The candidate will be required to commit to the role until the end of the 2020/2021 upon which a review will be conducted.

**Applying for the role**

* Applications in writing with a covering letter and/or document which outlines your suitability for the role as well as detailing your skills and experience.
* Send your letter/document to Amy Saunders via [Amy@Maidenheadunitedfc.org.uk](mailto:Amy@Maidenheadunitedfc.org.uk) with your email clearly titled: ‘Application: Ladies First Team Fixtures Secretary & Administrator.

Closing date: 31st July 2019