



**An opportunity has arisen to join the North West Women's Regional League as the
Fixtures Secretary starting Season 2023-2024**

The role involves arranging fixtures for clubs in the North West Women's Regional Football League. The season just ending began fixtures on 21st August 2022 and will conclude on 7th May 2023.

The candidate should ideally have relevant experience for this role and be computer literate with a working knowledge of the FA's FULL-TIME system. The candidate should be able to work alongside a small team of volunteers who sit on the League's Management Committee – Chairperson, Secretary, Treasurer and Registrations Secretary who all meet regularly throughout the season.

Further details can be found on the role profile attached.

The closing date for applications is 5th June 2023.

A letter of application should be submitted to the League Secretary, Gill Wallworth, email: gill.wallworth@btinternet.com together with a short CV only containing information relevant to the post.



Job Title	Fixtures Secretary
Reports to	North West Regional Womens Football League
Key Tasks	<ul style="list-style-type: none">• Scheduling fixtures and managing re-arrangements• Ability to liaise with clubs by email as and when necessary
Key Skills	<ul style="list-style-type: none">• Communication with clubs• Ability and availability to communicate and meet with the League's Management Committee throughout the season as well as seeking their support as and when necessary
Key Relationships	<ul style="list-style-type: none">• Clubs• League's Management Committee• NWWRFL Referee Appointments Officer• Various County Football Associations, to manage their cup competitions to integrate with league games
IT Functionality	<ul style="list-style-type: none">• Microsoft Office (Excel, Outlook and Word)• Familiar with the FA's FULL-TIME administration system
Hints & Notes	<ul style="list-style-type: none">• Devote the necessary time and attention to detail required to maintain a smooth delivery of weekly fixtures• Understand the geography of the League and the location of its clubs