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| **Role Title:** | **Joint League Secretary - – Shared service between Cumberland FA, West Cumbria Youth Football League and Workington & District Sunday Football League** | **Reports To:** | **Respective League Chair and Joint League Liaison Commonnittee** |

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| **Role Purpose:** |
| * Act as league secretary forCFA leagues (Ability Counts Disability League, Girls U16 League, Women’s Summer League and Veterans League (Summer League)), The West Cumbria Youth League and The Workington & District Sunday League. |

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| **Key Roles and Responsibilities:** |
| * Managing the Joint Leagues and Day-to-Day League Correspondence * Manage Club Registrations to the Leagues * Production of Contact Details for club secretaries and coaches * Supporting the Registration and transferring of Players upon FA Full Time System and/or Whole Game System (CFA will support this process in first season) * Updating Team Sheets and goal-scorers (if applicable) onto Full Time * Working with respective league contacts regarding the arrangement and re-arrangements of League and League Cup Fixtures upon Leagues Full Time websites * Booking of centrally managed pitches for any applicable League or League Cup Fixtures * Supervising and checking score lines upon Full Time (done automatically via SMS text service), Publication of results/tables (done automatically via Full Time) * Liaise with CFA Referee Appointments Co-Ordinator to ensure appointments are confirmed and managed via League Full Time website * Supporting CFA Football Services Administrator in checking (and updating) league records regarding CFA player suspensions * League Communications (to clubs, referees and league officers) * Attendance at respective League Management Committee Meetings * Reports for Joint League Management Committee * Organisation of League AGMs including production of the Annual Report * Arranging dates and booking venues for league club meetings and events * Recording of Minutes of League Club Meetings * Collection and Engraving of League Trophies * Informing respective League Committee Treasurers of any fines for late/incorrect results and match returns and any other rule breaches. * Regular reports and news articles to CFA Marketing and Communications Contact and local media and league websites * Working with CFA Football Development team with regards to growing the game and raising standards through such initiatives as the England Football Accreditation Scheme and FA Respect Programme. |

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| **Principal Personal Accountabilities/Responsibilities: In addition to those responsibilities outlined in the respective roles. You will be expected:** |
| * To represent the partnber leagues and CFA in a positive manner at all times * To abide by all FA, CFA and league policies and procedures when representing the partners in any business. * To follow FA, CFA and League Safeguarding policies, procedures and best practice recommendations * To Sign a committee and Safegaurding Code of conduct * To maintain an in date and accepted FA DBS CRC and FA Safeguarding training (where applicable). * To use the required communication channels when undertaking roles associated with a league secretary, specifically if communicating with U18’s. * To act in an appropriate way at all times, promptly reporting any concerns about safeguarding or the protection of children and young people and adults at risk directly to the CFA Designated Safeguarding Officer (or deputy) or statutory organisation as required. * To use the whistleblowing policy if required to ensure the integrity of processes and safeguarding of children and young people * To attend all relevant training as specified by The FA and CFA on an annual basis * To ensure that you handle confidential information with regard to the best interests and reputation of The CFA and respective Leagues. * To agree to abide by the Expenses Procedure as amended from time to time and must ensure that your expense claims are reasonable, accurate and honest and that you do not use The League and/or CFA’s resources for your own, your family or friends’ gain * To maintain an appropriate standard of dress and personal appearance whilst on League Business and to conduct themselves in a professional manner. * To treat others with respect and dignity. You must not bully, harass, victimise or discriminate against any person(s) or do anything which would cause you, The CFA or Partner Leagues to breach any of the equality enactments * To act in the Best Interest of the game at all times and not in any manner which is improper or brings the game into disrepute or use any one, or a combination of violent conduct, serious foul play, threatening, abusive, indecent or insulting behaviour. * To not carry out any act of discrimination by reason of ethnic origin, colour, race, nationality, religion or belief, gender, gender reassignment, sexual orientation, disability, age, pregnancy, maternity, marital status or civil partnership, unless otherwise permitted by law and The Rules or regulations of the FA. |

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| **Knowledge/Experience/Technical Skills/Behaviours** | | |
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| **Essential**   * Excellent administration skills * Friendliness, Approachability and Patience * Good self management and organiser * Ability to work flexibly and sometimes unsociable hours including on an evening and at weekends * Excellent communication skills (written and visual presentations) * Demonstrate an understanding of inclusion, equality and anti – discrimination, safeguarding and best practice | **Desirable**   * Experience of league or club administration * Knowledge of the structure and organisations within football * An understanding of CFA and/or League operations * Passion and knowledge of local grass roots football and its organisational and workforce structures * Knowledge of/experience with FA Information Technology systems including WGS and Full-Time * Excellent administration and IT Skills (Microsoft Office, Excel, Word, PowerPoint, Internet and E-Mail) | |
| **Further Information**  **As this role involves regulated activity with children or young people under the age of 18, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role.** | | |
| **Completed by Name/Role:** | | Ben Snowdon (CEO – CFA) |
| **Signature:** | | Ben Snowdon |
| **Date:** | | August 2022 |
| **Signed by Role Holder:** | |  |
| **Printed Name:** | |  |
| **Date:** | |  |

This role description is only a summary of the role as it currently exists and is not meant to be exhaustive.  The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the role.