

South West Women's Football League

Person Specification

LEAGUE SECRETARY



Title	South West Women's League – League Secretary
Location	Home Based
Responsible to	League Chairperson and SWWFL Committee plus liaison with the Football Association and County FA's across the South West (Cornwall, Devon, Dorset, Gloucestershire, Somerset and Wiltshire)
Purpose of post	The South West Women's League is a Regional Women's Football League operating at Tier 5 of the new Women's Football Pyramid structure.
Start date	ASAP
Rate of Pay	This is a volunteer post. All reasonable expenses will be covered.

Key Tasks	<ul style="list-style-type: none">• Club affiliation to the League• League Sanctioning (ensure league is sanctioned and clubs are affiliated with the CFA)• League Rules - Ensure Rules are sanctioned by the County FA, and ready for approval at the league AGM.• Be aware of changes to the Standard Codes of Rules, and requirements to adopt these.• Day-to-Day League Correspondence• League Communications (to clubs, referees and league officers)• Reports for Management Committee• Organisation of League AGM including production of the Annual Report• Production of League Handbook (hard copy and or electronic copy)• Production of agenda for League Management Meetings• Recording of Minutes of League Meetings• Book venues for league meetings and events• Forward relevant correspondence to other league officers• Production and co-ordination of League Development Plan• Managing the League – Club admin awards• Organisation of Constitution for new seasons
Key Skills	<ul style="list-style-type: none">• Organisation and management of league correspondence• Presentation of key information• Organisation and management of league diary• Understanding and knowledge of FA Rules and FA Directives• Computer literate including Word, Excel and PowerPoint• Good oral and written communication skills
Key Relationships	<ul style="list-style-type: none">• Chairman• Other League Officers• County FA – Governance and Development• Club Secretaries
IT Functionality	<ul style="list-style-type: none">• League sanctioning – FA Whole Game System and Player Registration• League Communications (incoming)• General Communications - Update roles of league and club administrators on Full-Time for communications. Use of Full-Time email functionality to send out news and updates. Use of Full-Time to post notices and news items.

If you are interested in this position, please send a covering letter detailing why you would like to volunteer in this role to Janette Farrell (SWWFL Chairperson) farrelljanette@outlook.com - **Closing Date: Wednesday 15th August 2018**