Leicester Road Football Club are looking to recruit secretaries to support our expanding group of Development Teams operating from U18 down to U13.

The two roles we are looking to fill are the General Secretary and the Matchday Secretaries (per age group).

The General Secretary will oversee all the football administration of all the Development Teams and co-ordinate the fixture secretaries. This person will also be the senior member of staff on duty on development match days and will be offered a seat on the Football Development Committee. The role will also involve representing the club at league and competition meetings and presentations.

We are also looking to add Matchday Secretaries to support the coaching staff at every age group. The role will cover all the requirements of team and player registration, match day travel plans and liaising with the opposition, FA and league for all other preparations and requirements.

The right candidates for these roles should be self starters and show a willingness to want to be around a busy expanding football club.

Pay will be determined based on experience however, we are willing to pay upto £20,000 OTE for the right person.

Whilst applications from experienced secretaries will always be welcomed, we are very much open to receiving applications from those simply looking to start their football administration careers.

Leicester Road Football Club is an equal opportunities employer that will accept applications from anyone and everyone without prejudice.

All interested parties should express their interest accompanied by a copy of their most recent cv to admin@theknitters.co.uk. Non football related cv's or cv's light in football experience will still be considered.

Everyone who applies will receive a reply.