

League Secretary Vacancy

- Job Title:** League Secretary
- Location:** Home based
- Salary:** Competitive
- Hours per week:** Estimated annual average of 15 hours
- Closing Date:** 5:00 p.m. on Friday 19th November 2021
- Vacancy Type:** Part time

The Organisation

Founded in 1935, the Thurlow Nunn Eastern Counties League is an FA sanctioned football league with member clubs based predominantly in Cambridgeshire, Essex, Norfolk, Suffolk. The League is currently comprised of a Premier Division recognised at Step 5 of the National League System, Division One North and Division One South which are both recognised at Step 6 of the National League System, a reserves division, and six midweek youth leagues (U18).

Safeguarding

The Thurlow Nunn Eastern Counties League is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will not be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process (although this would be encouraged), but will be required to adhere to a Code of Conduct and strictly adhere to the safeguarding policies of the League and The FA.

The Role

The Thurlow Nunn Eastern Counties League is looking for an organised, diligent, and enthusiastic person to join the organisation in the role of League Secretary, with the appointment taking effect from 1st July 2022 on the retirement of the current Secretary. (A period of overlap would be advantageous).

The successful candidate will become a member of the League's highly regarded Management Committee and part of an administration team which enjoys a reputation as being amongst the best in the country for football at this level.

Please see the job description and person specification for a full outline of the role and desired skills, knowledge and qualities.

Job Purpose

- To ensure the continued success of the League and its members.
- To ensure the League and its members comply with all rules and requirements of relevant sanctioning bodies.
- To attract and liaise with sponsors and partners.
- To be the lead liaison between the League Directors, League volunteers and League members.
- To maintain and further enhance the reputation of the League.

What we can offer

- An opportunity to make a positive impact to local football inside and outside of the National League System.
- Exposure to all aspects of the grassroots game, including to committees and colleagues at The FA.
- Access to networking and personal development opportunities.

Equality and diversity

The Thurlow Nunn Eastern Counties League promotes inclusion and diversity and welcomes applications from everyone. If you have any requirements in relation to the recruitment or interview process, please include details on the application form.

The application and selection process

Provide a copy of your CV, a covering letter detailing your suitability to the role (maximum two A4 pages), and Equality and Diversity Monitoring Form marked 'Private & Confidential – League Secretary application' to Peter Hutchings chairman@thurlownunnleague.co.uk by 5:00 p.m. on Friday 19th November 2021.

- Applications received after deadline will only be considered in exceptional circumstances e.g. where proof of posting indicates undue delay through no fault of the applicant.
- Receipt of applications will not be acknowledged.
- Shortlisted applicants will be contacted by Friday 26th November 2021 to arrange a mutually convenient interview time.
- Interviews will be held during the week commencing 29th November 2021.
- If required, second interviews may be held in order to determine the most suitable candidate for the role.

Contact

If you have any questions about the role, please contact Peter Hutchings on 07803 863303 for an informal discussion.

Job Description and Person Specification

Job title	League Secretary
Reports to	Chair of the Board of Directors

Job Purpose
<ul style="list-style-type: none">• To ensure the continued success of the League and its members.• To ensure the League and its members comply with all rules and requirements of relevant sanctioning bodies.• To attract and liaise with sponsors and partners.• To be the lead liaison between the League Directors, League volunteers and League members.• To maintain and further enhance the reputation of the League.

Location	Home based but with frequent travel to meetings with stakeholders and member clubs
Working hours	Estimated annual average of 15 hours per week
Contract type	Employed

Responsibilities
<ul style="list-style-type: none">• Act as the Company Secretary with regards to official matters of corporate governance.• Act as the first point of competition contact with the Football Association and the County Football Associations.• Carry out all the administration of the Company which is not assigned to other officers.• Act as custodian of the rules of the various league competitions and ensure the rules are applied appropriately and consistently.• Arrange for the sanctioning of the competitions.• Arrange all meetings and maintain all records thereof, e.g. agendas, minutes etc.• Inform relevant parties of all decisions made by the Board and the Management Committee.• Organise arrangements with external suppliers, e.g. insurance, match balls, trophies etc.• Organise ad hoc events and arrangements as required.• Arrange for trophies for presentations and provide legal documentation for safeguarding.• Maintain records pertaining to monthly awards.

Person specification	
Qualifications	
Essential	Desirable <ul style="list-style-type: none"> • Experience of operating in an administrative role within football/sport. • Project management experience.
Skills	
Essential <ul style="list-style-type: none"> • Self-motivated with excellent leadership skills and ability to build trust-based relationships. • Excellent internal and external stakeholder relations and customer service skills. • Exceptional communication, interpersonal and influencing skills. • Effective report-writing and presentation skills. • Effective prioritisation and time management skills. • Excellent IT skills, including the use of Microsoft Office applications. • Demonstrable attention to detail. 	Desirable <ul style="list-style-type: none"> • Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities. • Excellent problem-solving and decision-making skills. • Budget management skills. • A working knowledge of website administration.
Knowledge and experience	
Essential <ul style="list-style-type: none"> • Experience of project management. • A comprehensive understanding of best organisational governance practice. • Ability to write and implement policies and procedures. 	Desirable <ul style="list-style-type: none"> • Knowledge of and commitment to equality, diversity and inclusion. • Knowledge of the The FA's Safeguarding Operating Standard. • Knowledge and understanding of working with volunteers. • An understanding of FA systems such as Full-Time and Whole Game System. • An understanding of GDPR legislation. • An understanding of the operation of auto-enrolment pension schemes.
Enhanced DBS Check required?	NO
Clean, full driving licence?	YES

Job description reviewed and modified by:	Peter Hutchings, Chair
Date job description reviewed and modified:	29/10/21
Job description authorised by:	Board of Directors

Signed by job holder (on appointment):	
Date signed:	