

## Club Secretary Job Description

JOB TITLE:	Club Secretary
LOCATION:	Boundary Park, Furtherwood Road OL1 2PA
REPORTS TO:	Chairman & Board of Directors
INTERNAL LIAISON:	All Departments
EXTERNAL LIAISON:	Clubs, EFL, FA, Suppliers
WORKING HOURS:	40 Hours per week
SALARY:	Dependant on experience

Responsible for the day to day running of the football club and reports direct to the Owner. This role line manages all members of staff and ensures all staff are delivering on their area of work. As well as a management role this role manages all staff and player contracts, delivers HR support to the employees and is the direct contact for all governing bodies.

The roles and responsibilities will include but not be limited to:

- Line manage all department leads and staff to ensure their KPIs and responsibilities are met.
- Work with management to ensure club are compliant with all EFL & FA rules and regulations.
- Administer all discipline charges received from the EFL & the FA.
- Responsible for the completion of all player contracts and transfers for the first team and graduates from the youth team. Including all relevant EFL/FA paperwork and internal club documentation.
- Administer all incoming and outgoing loan agreements and financial invoicing.
- Club contact and processor for the FIFA TMS system.
- Manage the fixture schedule for the first team including match confirmations and rearranging any required fixtures.
- Arrange hospitality for our travelling directors for away games and any opposition directors and guests for home games.
- Completion of all relevant administration process following the fixtures including CPS team information, gate statement reports, MOAS match reports and FA Discipline.
- Log and process all player appearance fees, bonuses and deductions to pass to payroll.
- Assist with incoming scout requests and also request tickets for our management and staff for fixtures they wish to attend.

- Co-ordinate and manage all away travel for the first team including coach/train travel, hotel bookings, pre and post-match meals.
- Oversee the FA Anti-Doping whereabouts process for the first team, reserve team and youth team.
- Liaise with all international associations for any players called up to international duty.
- Act as club contact for all communication from external bodies and internal colleagues.
- Authorise all player and staff complimentary ticket requests.
- Assist club Accountant with all financial requirements of the club.
- Provide direct assistance to Owner, CEO and Team Manager as and when required.

### **Safeguarding**

To ensure compliance with the company's safeguarding policy an FA CRC will be a requirement for this role.

This role will also act as Senior Safeguarding Manager (SSM) and hold the below responsibilities:

- Key contact for EFL, FA, Safeguarding Officer (SO) and Local Area Designated Officer (LADO).
- Ensure all SO's within the club deliver their objectives and responsibilities as well as remaining upskilled with the relevant training.
- Ensure the club provides a safe and compliant environment for all minors.
- Log and report all safeguarding concerns to the board of directors.

### **Health & Safety**

This role will be required to ensure the ground safety certificate is valid and oversee all health and safety requirements within the club.

### **Skills & Experience Required**

- Experience working in a role equivalent within football.
- Experience of FA and League Regulations.
- Excellent organisation and administration skills.
- Excellent written and verbal communication skills.
- Excellent planning skills with experience of working in a fast paced environment.
- The candidate will be required to be professional and smart working on match days.

### **How to apply**

To apply please provide your CV plus a covering letter including why you would be the ideal candidate for the role, your previous experience and salary expectations to:

[Jobs@oldhamathletic.co.uk](mailto:Jobs@oldhamathletic.co.uk).

Closing date for applications is rolling. All interviews will be at the earliest available opportunity.