Job Description

|  |  |
| --- | --- |
| Job Title | Club Secretary |
| Reports to | Chairman |
| Location | The EBB Stadium & Training Ground |
| Salary | TBC |
| Hours | 40 Hours per week including match days and evenings. Flexibility & availability outside of working hours required from time to time. |
| Role Summary | To oversee the relevant first team football administration and match organisation duties in line with regulatory requirements. The varied role requires a flexible mindset to oversee the daily operations of the Club’s activities included but not limited to stadium operations, health & safety, and policy implementation. In addition, the post holder will be responsible for first team football administration and organising all fixtures at the The EBB Stadium Stadium in a safe and engaging manner. Attendance at all first team home matches is required. |
| Key Job Outcomes -  | * To organise and lead the operations of all match days at the stadium working in partnership with the Safety Officer to ensure stewards, medical staff, match day staff and volunteers are organised, and fixtures take place inline with relevant regulations and guidance.
* Support the development, implementation, monitoring and reporting of all policies and their related activities including but not limited to HR and Safeguarding.
* Responsibility for ensuring that all insurances are compliant and up to date, processing claims as required.
* Ensure the Club are compliant with all regulations pertaining to the The National League, Football Association, UEFA, FIFA and any other professional football governing body, and that all relevant paperwork, submissions and surveys are completed on time. Acting as the first point of contact at the Club for all football Governing Bodies and implementing measures and resolving matters arising as a result.
* To facilitate and deliver the registration and re-engagement of all First Team players in accordance with the regulations by which the Club is bound. This will include all player contracts, registration, transfers and loan agreements, both domestic and international, completion of intermediaries’ paperwork and transfer documents, using where required EFL CPS and FIFA TMS systems.
* Track player transfers, including sell on fees and appearance payments, whilst overseeing all invoicing including player loans and solidarity distribution claims.
* Manage the Clubs administration in relation to the football department, players and back-room staff and other relevant authorities and attend meetings and training as and when required.
* Manage external and internal Scout requests.
* Communicate all aspects of football rules, regulations and requirements to the Board and the Club’s staff and advising relevant personnel of the Club’s obligations and responsibilities.
* Keeping the Academy Staff fully informed about all football and player-related matters, including the management of international call ups.
* Providing advice and support to the Academy Department as and when required, in relation to registration, and regulations.
* To manage the scheduling of all first team competitive & non-competitive fixtures, as well as the arrangement of match officials for all First Team and home fixtures, and completion of pre-and-post match documentation and being the lead contact for visiting clubs and match officials. Applicable to other stadium matches and events as and when required.
* Management of the First Team and match day payroll, including bonuses and the recording of effective contract changes and contractual trigger clauses in transfer agreements for incoming and outgoing players.
* Liaise with the medical department over medical examinations and billing enquiries.
* Co-ordination and maintenance of player disciplinary matters and records, including where necessary preparation of appeals to The FA.
* Make travel arrangements for away matches, including arranging coaches and hotels.
* Oversee club safeguarding and become Club Welfare Officer.
* Oversee the Club Ticketing and Shop operations.
 |