



Job Description: Club Secretary

Job Title	Club Secretary
Department	Club - Reports to Chief Executive Officer
Key Contacts Internal	Director of Football, First Team Management, Academy Manager, Media Manager, Safety Officer.
Key Contacts External	The Football League, The FA, The PFA, Club Travel Provider, SGSA, SAG.
Location / Requirements	Based at Stevenage Football Club Offices located at The Lamex Stadium, Broadhall Way, Stevenage, Herts, SG2 8RH, with regular duties at the Clubs First Team Training Ground and Academy both located within 2 miles of the stadium. Due to the nature of the post, evening and weekend work will be required based around the Club's home First Team fixtures.
Hours/ Remuneration	40 hours - Remuneration commensurate with skills and experience.
Job Purpose	To oversee and carry out the football administration duties of the football club, primarily focusing on the first team, as well as where required assisting with the day to day and match day operations, ensuring policies and procedures are implemented in line with best practice.
Duties and Responsibilities: Football Administration	<ul style="list-style-type: none"> 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, loan agreements and transfer documents, using where required EFL CPS and FIFA TMS systems. GBE applications to be made subject to status. Responsible for ensuring compliance with all rules and regulations of the various football authorities, and that all relevant paperwork, submissions and surveys are completed on time. Co-ordination and maintenance of player and first team staff disciplinary matters and records, including where necessary preparation of appeals to The Football Association. Maintain and keep up to date all Players' private medical insurance scheme, ensuring joiners and leavers are notified in a timely fashion. Liaise with the medical department over medical examinations and billing enquiries. Management of The FA Whereabouts system and implementation of all relevant anti-doping procedures and regulations.



- Liaison with all football bodies, i.e day to day contact with The Football Association, English Football League, The National League, The PFA and other relevant authorities and attend meetings as and when required.
- Organise away travel, hotel accommodation for all away fixtures for the first team, football management and Directors.
- 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. Applicable to other stadium matches and events when required.
- Resumes the role of Designated Safeguarding Officer for the Club, leading policy development and implementation, to ensure a safe environment within the Club for children and vulnerable adults.
- Management of the First Team payroll alongside the Finance department, including bonuses and the recording of effective contract changes and triggers.
- Attendance at all first team home matches and liaison with away clubs for home and away matches.
- Responsible for all incoming and outgoing scout requests.
- Sourcing and liaison of host families, ensuring safe environments are provided for all hosted players.
- To lead the operations of all match days at the stadium including external hires, working in partnership with the Safety Officer to ensure stewards, medical staff and match day staff and volunteers are organised.
- To oversee the annual certification of stadium infrastructure including the Structural Survey, Crush Barrier Testing, Boilers, Fire-Fighting Equipment, PA Systems, Emergency Telephones, CCTV, Turnstiles, Emergency Lighting & Alarms.
- To lead on the implementation of relevant Health & Safety policies and regulations.
- To oversee the implementation of all COVID policies and protocols, as well as relevant testing requirements (if required)
- Other duties outside of this specification as directed by the Chief Executive Officer.



Personal Specification: Club Secretary

Qualifications	Essential	Desirable
1 - Valid full (UK) Driver's Licence	✓	
2 - Advanced DBS Disclosure	✓	
3 - Emergency First Aid Certificate		✓
4 – Sports Based Degree or Other/Relevant		✓
Skills, Knowledge & Experience		
4 - IT skills to include the ability to use Microsoft Office (Excel, Word and Outlook)	✓	
5 - Previous experience of events operations		✓
6– Knowledge and experience of policy development and implementation		✓
7 – Experience of working in a professional sports club		✓
8- Experience of complying with EFL operational requirements		✓
9- Strong organisational and administrative skills	✓	
10 - Excellent communication skills	✓	
11 - Accurate timekeeping skills	✓	
Attitude/Behaviours		
12 - Takes responsibility for ensuring a high quality of work	✓	
13 - A genuine team player who will support and motivate other members of the team	✓	
14 – An adaptive individual who can cope well in high pressure situations	✓	
15 – A proven ability to multitask and manage multiple projects	✓	
Personal Qualities		
16 - Hardworking and enthusiastic	✓	
17 - Meticulous attention to detail	✓	
18- Understands the importance of confidentiality and integrity at all times	✓	
19 - Loyal and committed	✓	
20 – Seeks to learn and develop daily	✓	



Application Process: Club Secretary

Application Instructions	<p>Interested applicants should write to or email to the Club outlining their suitability for the role in the form of a Cover Letter and submit a copy of their C.V.</p> <p>Application Postal Address: FAO Mike Pink, Stevenage Football Club, The Lamex Stadium, Broadhall Way, Stevenage, Herts, SG2 8RH</p> <p>Email Applications to: vacancies@stevenagefc.com</p>
Application Deadline	Friday 19 th April 2024
Interview Date	TBC
Role Start Date	May 2024 subject to notice periods.
Employability Statement	Stevenage Football Club is committed to being an equal opportunities provider and welcomes applicants from all members of the community. Should you require assistance with your application please contact the Club in advance of your submission.
Equal Opportunities Statement	Stevenage Football Club is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.