

FLEETWOOD TOWN FOOTBALL CLUB



HIGHBURY STADIUM | PARK AVENUE | FLEETWOOD | LANCASHIRE | FY7 6TX

FLEETWOODTOWNFC.COM | INFO@FLEETWOODTOWNFC.COM
GENERAL ENQUIRES: 01253 775080

Club Secretary

Location/ Site – Poolfoot Farm

Working Hours – 40 Hours

Salary Range – Competitive

Reporting To - Chief Executive Officer

Shift Pattern - To Be Confirmed - to be flexible with working hours / weekend working

Fleetwood Town Football Club are looking to recruit a Club Secretary.

As the Club Secretary you will be responsible for overseeing and carrying out the football administration duties of the football club. The primary focus being with the First Team, as well as where required assisting with the Club's Academy and operations.

It will be your responsibility to ensure policies and procedures are implemented in line with best practice.

Key Accountabilities

Football Administration

- 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. Including but limited to;
 - Player contracts
 - Registration
 - Loan agreements
 - Transfer documents
 - Using when required FIFA TMS
- 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 disciplinary matters and records, including where necessary preparation of appeals to The Football Association
- Use of CPS and MOAS system
- 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
- Liaison with all football bodies, i.e day to day contact with The Football Association, English Football League, PGMOL, Lancashire FA and other relevant authorities and attend meetings as and when required



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- 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
- Management of the First Team payroll, including bonuses and the recording of effective contract changes and triggers
- Maintaining filing system for the department, including every professional player's contractual files
- Attendance at all first team matches and liaison with away clubs for home and away matches
- To lead the operations of all match days at the stadium working in partnership with the Safety Officer to ensure stewards, medical staff and match day staff and volunteers are organised
- Act as secretary of different board meetings, keeping record of minutes and agenda items
- Deputise the Chief Executive as and when required
- Other duties outside of this specification as directed by the Chief Executive

Education and Qualifications

Essential

- Educated to GCSE standard or equivalent
- Fluent in English
- General knowledge and understanding of the professional football regulations of FIFA / The FA and English Football League, particularly pertaining to the transfer and registration of players, fixtures, governance, intermediary regulations, player disciplinary and youth development rules
- Competent in use of Microsoft Outlook, Excel, and Word
- Attendance and completion of FIFA TMS training course, as provided by FIFA

Desirable

- Sports Law degree
- Certificate in Professional Football Management & Administration
- Any other relevant football regulation qualification
- Safeguarding training



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Skills and Attributes

Essential

- Strong communication skills in both written and verbal form
- Ability to keep accurate records
- Ability to write clear, concise club communication and contractual clauses
- Ability to manage projects from start to finish in an efficient and timely manner
- Ability to prioritise
- Good time management skills
- Ability to cope under pressure

Experience

Essential

- Experience of working in football administration at professional club level
- Use and management of FIFA TMS International Transfer System
- Experience and understanding of FIFA Solidarity Mechanism & FIFA Training Compensation

Desirable

- Experience of administering transfers, in particular on transfer deadline day
- Experience and understanding of Home Office Sponsor Certificates (Work permits) for players and the rules and regulations relating to such, in particular use and management of the online Sponsor Management System

Requirements

Essential

- To be flexible with working hours for business requirements
- Applicants must be eligible to live and work in the UK
- Applicants will be required to undertake a DBS check

Desirable

- Full and clean UK driving licence desirable but not essential



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Applications

Please send your CV and a cover letter providing full details of why you feel you would be suited to this role to recruitment@fleetwoodtownfc.com.

The closing date is 3rd October 2018.

Please note if successful you will be required to attend an interview with the hiring manager within 2 weeks of the closing date.



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