

Job Title: Assistant Club Secretary

Location: Poolfoot Farm Sports Complex, Thornton Cleveleys, FY5 4HX

Hours: Permanent / 40 hours per week

Line Manager: Club Secretary (Fleetwood Football Group)

We have a brand-new position available for a driven and determined Assistant Club Secretary available within Fleetwood Town Football Club, based out of our Training Centre at Poolfoot Farm Sports Complex in Thornton Cleveleys.

Main Role:

To assist the Club Secretary and assist with responsibility for the execution of football secretarial duties and day-to-day management of the Football Administration Department.

Key Responsibilities (includes but not limited to):

- Assisting the Fleetwood Football Group Club Secretary with the day-to-day management of the Club's football administration
- Responsible for keeping correct and up to date databases relating to player appearances, incoming and outgoing transfer agreements, appearance monies and bonuses and contingency clauses within contracts
- Monitoring of all contingent transfer considerations whether payable or receivable by appearances, goals etc
- Submission of post-match First Team Match Reports & Referee Reports on the EFL's online IFAS and MOAS systems
- Joint responsibility for applying to The FA anti-doping /whereabouts programme for First Team
- Responsible for submitting and confirming weekly scouting requests from the Player Recruitment Department
- Assistance when required with player registrations, contracts, loan registrations and transfer agreements
- Know the functionality and be able to use the online FIFA Transfer Matching System for foreign registrations / transfers / loans
- Liaising with opposition Clubs and Match Officials regarding First Team fixtures
- Home event day management of Directors' Box, Board Room / Directors' Guest areas and Car Parks'
- Allocation of seats and dissemination of tickets and passes for above.

Desired Requirements & Personal Skills:

- Proficient in MS Word and Excel
- Experience in an office environment
- Must have the ability to work on own initiative and under pressure
- Must have the ability to develop within the role, learn new skills and deal with change
- Must be highly organised and assertive with strong communication and time management skills
- The role will demand a high level of self-motivation, drive, and enthusiasm

- Excellent communication skills, both written and verbal
- Attention to detail
- Must be trustworthy with highly sensitive information.

You will require a full, valid UK driving licence and access to a suitable vehicle.

What you need to do now:

If you're interested in this role, please send an up-to-date copy of your CV and cover letter to:

Recruitment@fleetwoodtownfc.com

If you have any questions, please contact our Group Resource Manager Jamie Sykes:

Jamie.sykes@fleetwoodtownfc.com

Fleetwood Town Football Club and Fleetwood Town Community Trust are committed to safeguarding the welfare of children and young people and expect all staff and volunteers to endorse this commitment.

This information is available in different formats if required. Please contact Fleetwood Town Football Club directly on 01253 775080



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