



Bamber Bridge Football Club **Vacancy – Football Secretary**

Bamber Bridge Football Club has an exciting vacancy for a Football Secretary to join the clubs off-field operations. The position is a part-time, voluntary role and would be ideally suited to someone who is keen to play an integral part in the day-to-day running of the football club and learn more about how clubs are run behind the scenes.

If you would like to register your interest for this exciting opportunity, please send a letter of application, including details of relevant experience and skills as detailed in the role outline and person specification below, to club chairman Brian Ginty. Applications must be submitted by email to admin@bamberbridgefc.com

Role Outline

The Football Secretary is responsible for providing secretarial duties and business support on all football related matters, working closely with the football management team and the club's management committee. The key responsibilities include:

- Player registrations (including working on occasion with various local EFL & National League Clubs)
- Coordinating fixtures with opposing Northern Premier League clubs
- Completing match day activities such as; hosting opposing clubs, completing teamsheets etc
- Ensuring compliance with the football regulations and rules for the respective level of English football

This is an essential role to the success of the day-to-day operations of the club, with a broad scope of activities and the role holder will play a significant part in ensuring the professional and smooth running of the club. A complete role handover and training will be provided to the successful candidate.

Whilst previous experience in this particular role is not essential, the right candidate will be IT literate, have high attention to detail, be able to attend the majority of Home and Away fixtures and enthusiastic about the success of Bamber Bridge FC.

Expenses incurred whilst completing the role duties will be paid as appropriate.

Person Specification

| | Essential (E), Desirable (D) |
|--|---------------------------------|
| Experience | |
| Experience of football club administration/ club secretary role, or a similar role in a sports club. | D |
| Experience of using Microsoft Office packages (Word and Excel) | E |
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| Knowledge/Skills/Abilities | |
| Excellent interpersonal skills | E |
| Excellent communication skills (written and Oral) | E |
| Excellent organisation skills | E |
| Ability to work flexibly to manage and meet deadlines | E |
| Knowledge of the Northern Premier League | D |
| Knowledge of Football Association administration processes and procedures | D |
| Ability to work as part of a team | E |
| Excellent IT skills | E |
| Excellent customer care skills | E |
| | |
| Other | |
| Full driving licence and access to a vehicle | D |