

Women's Team Secretary

Vacancy for volunteer Women's Team Secretary. Approx. 7- 8 hours per week.

Responsible to: Manager (Women's Team)

Outline of role

The Secretary is the principal administrator for the Women's Team and plays a pivotal role in the general running of the team. The team Secretary will carry out or delegate all the administrative duties that enable the team and its members to function effectively. The Secretary will be the main point of contact for the league and FA with regard to the administration of the team.

The Secretary will be responsible for:

General Roles:

- Liaise with the FC United Office regarding payment of officials and expenses.
- Organising and ensuring details of all fixtures listed on FA Whole Game System are communicated with the FC Company and Football Secretary and the Women's team fixture section is updated regularly.
- Making sure all home facilities are booked in for all home matches and any changes to fixtures are managed and updated as soon as they are announced.
- Oversee the completion of any signing on forms/clearance forms and other registration documents with the National Division 1 North.
- Attend National Division 1 North league meetings with the management team.
- Be the contact for any other team/club related activities (community/events) and pass on to the management team as received.
- Any other small administrative tasks that help with the running of the women's team.

Match Day roles:

- Confirming match arrangements with the opposition secretary for both home and away games and inform management team.
- Contacting the appointed referee for home games and ensuring they have all details needed of venue.
- Pre-arrange match day fee and expenses of referee with FC United Office.
- Complete team sheet for all League, Cup and friendly games home and away.
- Email copy of team sheet to appropriate officers after every home game.

APPLICATION PROCESS

Applicants are asked to submit their CV and a covering letter, demonstrating their suitability for the post to viv.ware@fc-utd.net. Please attach any supporting evidence in relation to your skills, qualifications and experience and provide details of two suitable references that may be

contacted. (NB: References will only be taken following the selection of the successful candidate).

Deadline for applications is noon Thursday 24th June 2021. Interviews for shortlisted candidates will be held the week commencing 28th June 2021.

If you would like to discuss this opportunity further, please contact paul.smith@fc-utd.net

FC United is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We are committed to ensuring that all candidates for employment and voluntary roles at the Club are treated fairly, and that selection is based solely on the individual merits of candidates and on selection criteria relevant to the post.