



Job Profile and Employee Specification

Job Title **Club Secretary**

Responsible to **The Chief Executive and The Club Board**

Job Purpose The Club Secretary will support the Chief Executive in achieving the Club's aims and carry out the responsibilities required in the Club rules.

Tasks and Responsibilities

1. Develop and maintain all internal club relationships including dealings with the League and Football Association.
2. Act as secretary to the Club Board.
3. Attend all meetings of the Club Board.
4. Act as secretary to any subsidiary company or society of the Club.
5. Summoning and attending all general meetings of the Club and keeping minutes.
6. Keeping of any required registers of the club including the Register of members, and maintaining the membership database.
7. Monitor the conduct of the Club's affairs to ensure it is conducted in accordance with the Club rules.
8. Arranging for members of the Club Board to obtain independent legal, accounting tax or other professional advice.
9. Publishing to members in an appropriate form, information which they should have about Club affairs. This includes responsibility for the website, emails and newsletters to members.

10. Preparing and sending all returns required to be made to the registrar.
11. To manage all club volunteers to achieve effective and efficient service from them.
12. To manage all playing team administration in consultation with the manager and his/her staff including player registration, wages and disciplinary issues.
13. To manage and oversee all matchday operations including Club matchday programme.
14. Responsible for supporter and team travel arrangements.
15. To manage supporter liaison.

Person Specification

Skills

- Excellent written communication skills, able to produce reports for groups operating at different levels.
- Excellent interpersonal skills, able to develop effective working relationships and to liaise with people at all levels.
- Excellent communicator, able to present information accurately and with good presentation skills.
- Effective negotiator, able to persuade and influence people.
- Able to work under pressure and to meet deadlines.
- IT skills
- Good time management skills with ability to effectively prioritise.
- Self starter and ability to self manage
- Excellent organisational skills
- Hold valid UK Driving licence
- Understanding of football supporters movement in the UK
- Knowledge and history of Manchester United Football Club

Experience

- Experience of activity within football supporters movement, ideally in Manchester United Football Club or FC United of Manchester.
- Managing people, both employees and volunteers
- Experience of using computer software packages including web site management, Microsoft Word, Excel, Access and Outlook
- Previous negotiating experience
- Demonstrated previous experience of producing publications
- Experience of preparing and presenting reports
- Demonstrated experience of working within the community, or with voluntary groups