



Statement

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.

OVERVIEW

FC United is one of the leading supporter-owned football clubs in the country, playing in the National League North and offering sports and community facilities from our iconic Broadhurst Park stadium site. We operate on a mixture of volunteers and paid employees and pride ourselves on doing things differently. However, like any other organisation, we have certain legal, financial and statutory duties that we must comply with.

We are looking for someone with the right background and skills who can step into an immediate vacancy for a Club & Company Secretary who will form part of an office based team but will be involved with people across all aspects of the club, not least our membership. Knowledge of football is not important but a clear understanding of governance and the systems and processes required to maintain this critical area of our club on a proper footing is essential.

If you have not previously undertaken a Company Secretary role, your background will be such that it will have given you a thorough grounding in the types of challenges you will face and you will be well equipped to make that transition. Equally important are the personal skills and qualities you will bring to the role - not least first class organisational and communication skills, attention to detail, team working and the ability to liaise with people at all levels.

JOB ROLE

Job Title:	Club and Company Secretary
Location:	Broadhurst Park, 310 Lightbowne Road, Manchester M40 0FJ
Responsible to:	to be determined
Terms:	Permanent position. Full time role, 37.5 hours per week. Subject to 6 month probationary period
Salary:	In the region of £21,000 - £24,000, dependent on experience

ROLE SUMMARY

To ensure that the Club complies with standard financial and legal practice and maintains high standards of corporate governance.

JOB DESCRIPTION

- Preparing agendas, papers and subsequent minutes for board and club meetings, including the annual general meeting (AGM) and general meeting (GM).
- Progress chasing action points arising from board/ club meetings.
- Arranging the venue, date and time for the AGM/GM, ensuring members receive due notice and all necessary documentation.
- Facilitating the submission of member and board resolutions to the AGM/GM.
- Developing and overseeing the systems to ensure the company complies with all legal and statutory requirements and compliance with grant agreements.
- Maintaining club and company records including club files for legal documents such as constitutions, leases and policies and procedures.
- Maintaining the register of members, ensuring compliance with data protection legislation.
- Ensuring club accounts are distributed to the club members.
- Undertaking primary responsibility for the club's Health and Safety and HR functions.
- Ensuring that club policies, as determined by the club's membership and club board, are adhered to at all times.
- Providing additional support to the club's administrative function and cover for the Football Secretary, as required*.

* (Football Secretary duties are currently covered by a club volunteer for the next 12 months. The successful candidate will need to develop expertise in this area in the event that they may be required to assume responsibility for this area of work from the 2017/18 season onwards)

PERSON SPECIFICATION

Essential

Experience

- Previous experience as a Company Secretary or relevant experience in at least one of the following areas: legal, financial, insurance, office management, pensions, HR, purchasing.

Skills

- Verbal and written communication skills.
- Teamworking and interpersonal skills, the ability to work well with people at all levels.
- Attention to detail and a well-organised approach to work.
- Ability to prioritise work and to work well under pressure.
- Analytical and problem-solving skills.
- Integrity and discretion when handling confidential information.

Knowledge

- Sound grasp of corporate governance issues;

Desirable

- Knowledge of, and commitment to, FC United's aims to be a leading example of a democratic, supporter owned football club that delivers lasting benefit to its communities.

APPLICATION PROCESS

Interested candidates should send:

- a copy of their current CV
- a covering letter which specifically outlines how they meet the person specification and their ability to deliver the job description outlined above, citing specific, relevant examples
- contact details of two referees, wherever possible one of these should be your most recent employer. [NB: References will only be taken following selection of the successful candidate]

Applications should be sent:

By post to: Recruitment Manager, FC United of Manchester, Broadhurst Park, 310 Lightbowne Road, Moston, Manchester M40 0FJ (Please mark envelope: In Confidence)

By email to: peterthwaites@fc-utd.co.uk

Deadline for applications is **Noon, Friday 22nd July 2016.**

All applications will be acknowledged on receipt. Where necessary, a sift will be undertaken to shortlist candidates for interview which will take place during the week beginning 25th July 2016. All applicants will be notified of the outcome of their application.

If you would like to discuss this opportunity further, please contact peterthwaites@fc-utd.co.uk