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| Role Title: | Football/ Fixture Secretary | Job category: | Football Operations |
| Department/Group: | AFC Wolves | Job code/Req no.: |  |
| Location: | Remote | Travel required: | Some travel may be required |
| Level/Salary range: | Entry Level | Position type: | Volunteer/Work Experience |
| Contact: | Chairman | Date posted: | 3rd July 2023 |
| Will train applicant(s): | Will train applicant(s) | Posting expires on: | 31st July 2023 |

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| External posting URL: |  |
| Internal posting URL: |  |

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| Applications Accepted By: |

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| Email: contact@afcwolves.com |  |

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| Job description |
| Role and responsibilitiesJob Description: Football Secretary (Volunteer/Work Experience)Position Summary:The Football Secretary plays a crucial role in the administrative operations of the football club, providing essential support to ensure the smooth running of day-to-day activities. This volunteer or work experience position offers a valuable opportunity for individuals seeking practical experience in football administration, event coordination, and club management.Key Responsibilities:1. Administrative Support: Assist in general administrative tasks, including record-keeping, data entry, document preparation, and correspondence. Maintain and update club records, player registration details, and relevant documentation.2. Fixture and Schedule Management: Help coordinate and communicate fixtures, training schedules, and venue bookings. Liaise with league representatives, opposition clubs, and team managers to ensure fixtures are arranged efficiently and accurately.3. Communication and Correspondence: Manage club communication channels, including emails, phone calls, and social media inquiries. Respond to queries, provide information to members and stakeholders, and maintain positive relationships with external contacts.4. Meeting Support: Assist in the organization and coordination of club meetings, including preparing agendas, taking minutes, and distributing meeting materials. Ensure timely communication of meeting outcomes and actions.5. Player and Volunteer Registration: Support the registration process for players, coaches, and volunteers. Collect and verify necessary documentation, input data into registration systems, and assist with compliance requirements.6. Event Coordination: Assist in planning and organizing club events, such as tournaments, fundraisers, and social gatherings. Coordinate logistics, handle registrations, communicate event details, and ensure smooth execution.7. Club Documentation: Help maintain club policies, procedures, and documentation, including safeguarding policies, codes of conduct, and risk assessments. Ensure compliance with relevant regulations and guidelines.8. Volunteer Coordination: Assist in recruiting and coordinating volunteers for various club activities. Provide guidance, support, and supervision to volunteers, ensuring a positive and rewarding experience.Qualifications and Skills:1. Football Enthusiast: Genuine interest in football and a basic understanding of the game. Passion for grassroots football and supporting the development of young players.2. Organizational Skills: Strong organizational abilities to manage multiple tasks, prioritize responsibilities, and meet deadlines. Attention to detail and the ability to maintain accurate records.3. Communication Skills: Good written and verbal communication skills, with the ability to effectively interact with a diverse range of individuals, including players, parents, coaches, and external contacts.4. Computer Literacy: Proficiency in standard office software (e.g., Microsoft Office, Google Suite) for administrative tasks. Familiarity with database management and electronic communication platforms is advantageous.5. Team Player: Ability to work collaboratively in a team environment, supporting the club's objectives and working closely with other volunteers and staff members.6. Professionalism: Demonstrates a professional demeanor, maintaining confidentiality, and treating sensitive information with care. Displays reliability, punctuality, and a commitment to the responsibilities of the role.7. Initiative and Problem-Solving Skills: Self-motivated with a proactive approach to tasks. Ability to identify issues and suggest solutions while seeking guidance when needed. Note: This job description is designed for a volunteer or student seeking work experience. AFC Wolves Grassroots Football Club aims to provide training, guidance, and mentorship to enhance the skills and knowledge of the Football Secretary. |

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| Reviewed by: | Luke Thompson | Date: | 3rd July 2023 |
| Approved by: |  | Date: |  |
| Last updated by: | Luke Thompson | Date/Time: | 3rd July 2023 |