



Department	Football Administration
Job Title	Club Secretary
Salary	Commensurate with experience
Contract type	Permanent
Hours	40 hours per week The candidate will be required to have a flexible approach to working hours, including match days, events, evenings, weekends and such hours as necessary
Responsible for	N/A
Responsible to	Chief Executive
Location	Sincil Bank, Lincoln LN5 8LD
Regular working hours	Office hours are Monday to Friday 9.00am – 5.30pm. The post hold is to expect regular weekends & unsocial hours as part of an irregular working pattern. Annual leave is strictly restricted within key days, including but not exclusive to, transfer window(s) and pre-season recruitment periods.

Purpose of the post:

To oversee all matters relating to governance and logistic for all teams at Lincoln City Football Club, in particular the First Team. Also, alongside the Chief Executive to be the principal point of contact between the football authorities and Lincoln City Football Club.

Key Duties and Responsibilities:

- Carry out duties in accordance with all relevant company policies, including, but not exclusive to, the Health and Safety at Work Act, Code of Conduct, Diversity & Equality Policy, Equal Opportunities Policy, Financial Regulations Policy & Social Media Policy
- Maintenance of the Club's FA Member Services system in respect of player disciplinary matters i.e. suspensions, cautions, fines etc
- Preparation and completion of Player Contracts, Transfer and Compensations Agreements and all related registration documents in line with all regulatory guidelines
- Maintain full player records i.e. contracts, contact information etc
- Management of First Team and all other teams (i.e. Youth) fixture list
- Completion of all EFL and FA post-match documentation i.e. match reports, team-sheets and gate statements
- Management of the FA Whereabouts system as and when required
- Administration of First Team travel arrangements including hotel and transport bookings
- Administration of the Premier League Medical Care scheme, ensuring that joiners and leavers are kept up to date
- First Team pre-match preparation liaising with various stakeholders, such as Safety Officer, Team Manager, Match Officials and Visiting Officials
- Attendance at First Team home matches. Serve as key point of contact for Visiting Club etc
- Liaison with the Academy on all aspects of football administration
- Liaison with Football Association and EFL on various aspects of football administration
- Attending meetings as a departmental or Club representative as and when required
- Player liaison duties such as hotel bookings, relocation receipts and housing issues as and when required
- Support the first team manager and assistant manager with administration and operational duties
- Act always with utmost good faith to the Club and the Company
- Devote full attention and ability to fulfilment of the duties required by the role
- Other duties as reasonably requested by a member of the senior management staff.
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices
- To work with colleagues throughout Lincoln City FC to extend knowledge and skills in order to identify and develop best practice
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails
- Active participation on continuing professional development and the appraisal process
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.



- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always
- To cover as and when required at other departments within Lincoln City FC

- To safeguard and promote the welfare of all children, young people and adults at risk
- To be vigilant and support all safety and security operations
- To recognise commercial opportunities across all products within Lincoln City FC
- Promote the brand identity and increase Lincoln City fanbase throughout
- To support the Lincoln City FC 'green' energy saving strategy and meet all requirements including but not exclusive to recycling, waste reduction, energy efficiency

- Any other duties commensurate with the grade and falling within the scope of the post, as requested by Chief Operating Officer and/or Executive

Lincoln City FC – Vision & Values

Lincoln City expect all post holders work in alignment to a set of core values in line with over overall vision and ambitions.

This vision is to provide a successful and sustainable football club that will form an integral part of the wider local community.

How do we achieve our Vision?

- By encouraging active and ongoing involvement and support from the local community
- By communicating openly and regularly with all stakeholders
- By maintaining a diverse shareholding with a strong board of directors
- By striving to be financially self-sufficient
- By developing facilities that will help the club achieve its vision and benefit the city and local communities
- By partnering with local authorities for the benefit of the club and the city
- By partnering with local educational facilities and businesses
- By partnering with other teams, organisations and individuals that share our values
- By employing progressive and innovative management and employees who embrace the vision and values of the club for its long-term benefit
- By providing an attractive, stable and exciting employment option for prospective players and other employees
- By providing an environment where personal development and new ideas are encouraged
- By providing a safe physical environment for employees, fans and visitors
- By employing strong controls and processes to protect the assets and reputation of the club
- By maintaining a Youth Academy that will provide an opportunity for local elite footballers to achieve their potential and provide a resource for the first team
- By regularly reviewing our processes, objectives and philosophies in a dynamic and fast changing world
- By striving to be the best we can
- By believing that impossible is just an opinion

Club Values

Our values are critical to how we achieve our successes.

The values are to behave honestly and with integrity and respect in all its dealings, both internally and externally, and to value our long history and traditions and honour those that have served us in the past.

How do we maintain our Values:

- By working together with a common aim for the benefit of the club
- By employing high levels of sportsmanship, both on and off the pitch
- By acting with responsibility, accountability and professionally
- By encouraging innovation and creativity
- By encouraging independent thought and freedom to speak up against wrong doing



- By pursuing the highest possible standards, excellence and attention to detail
- By embracing diversity and different values
- By providing equal opportunity

Important information

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Applicants must hold a full driving licence with access to a suitable vehicle and have in date MOT, Road tax and relevant insurance if they are intending to do business mileage for Lincoln City FC. It is the employee's responsibility to ensure up to date documentation is provided to the Club

Lincoln City FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.

This role involves work with young people and may be subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through The FA CRB system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions at the time of application.

Personal Skills/Characteristics	Essential	Desirable
Experience		
Experience in the administration of professional football at either Club, League or Governing Body Level	X	
Experience of working in a fast paced and pressurised environment.	X	
Experience of working to budgets		X
Team working experience	X	
Qualifications and training		
Educated to degree level or able to operate at graduate level	X	
First Aid in the Workplace qualification		Willing to work towards
Special skills and knowledge		
Knowledge of the Rules and Regulations of The FA, EFL and Premier League.	X	
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community	X	
Proficient in use of Microsoft Office systems e.g. Office, Excel, Access and PowerPoint or equivalent system	X	
Personal qualities		
Excellent organisational skills.	X	
Team player with the ability to lead and engage where necessary.	X	
Positive attitude	X	
Excellent written and verbal/presentation communication skills	X	
Ability to prioritise and meet deadlines	X	



Personal circumstances		
Ability and willingness to work outside normal hours, including evenings and weekends.	X	
Ability to travel independently	X	
Physical Requirements		
No serious health problem which is likely to impact upon the job performance; (that is, one that cannot be accommodated by reasonable adjustments)	X	
Good sickness / attendance record in current / previous employment, (not including any absences resulting from disability)	X	

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Lincoln City is an equal opportunities employer.

To Apply

To apply please submit your CV and covering letter, which is to be no more than four A4 pages, size 10 font clearly expressing how you meet the person specification and how you would be able to meet the key responsibilities of the role.

Applications must be received by Friday 21st July 5PM. Applications received after this time may not be considered.

Please submit you CV to liam.scully@lincolncityfc.co.uk
