



<b>Department</b>	Football Administration
<b>Job Title</b>	Club Secretary
<b>Salary</b>	Commensurate with experience
<b>Contract type</b>	Permanent
<b>Hours</b>	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
<b>Responsible for</b>	Assistant Club Secretary
<b>Responsible to</b>	Chief Executive Officer
<b>Location</b>	Elite Performance Centre, Heath Lane, Scampton, Lincoln
<b>Regular working hours</b>	Office hours are Monday to Friday 9.00am – 5.00pm. 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.

**Disclosure and Barring Service (DBS)**

Not required

**Key Duties and Responsibilities:**

**Specific:**

- Undertaking all Club Secretarial duties for Lincoln City Football Club;
- Preparing and completing all contracts, registration, loan agreements and transfer documents for all first team players in accordance with all regulatory guidelines;
- Maintaining full player records i.e. contracts, contact information etc;
- Ensuring compliance with all rules and regulations of the various football authorities;
- Coordination and maintenance of the Club's FA Member Services system in respect of player disciplinary matters and records, i.e. suspensions, cautions, fines etc, including, where necessary, any appeals to The Football Association;
- Managing the scheduling of all first team competitive and non-competitive fixtures, including the arrangement of match officials for all first team home fixtures;
- Completion of all FA and English Football League post-match documentation i.e. PGMOL match reports and team sheets;
- Organising travel and hotel accommodation for all away fixtures for the first team and football management;
- First Team pre-match preparation, including liaising with various stakeholders, such as First Team Manager, Match Officials and Visiting Clubs;
- Attending all first team home matches and liaison with away clubs for home and away fixtures;
- Liaison with all football authorities, including The Football Association, English Football League, National League, PGMOL, and PFA on various aspects of football administration and attending meetings as and when required;
- Supporting the First Team Manager and Assistant Manager with administration and operational duties;
- Assisting with the management of first team payroll, including bonuses and recording of contract changes and milestones achieved; and
- Responsibility for the First Team/Pro Department logistics budget;
- Completion of, and updating Player Personal Accident Insurance cover;
- Overseeing player private medical insurance claims in conjunction with the Head of Medical Services;
- Processing player expense claims and player relocation expense claims in accordance with company policy;
- Assisting the Assistant Club Secretary with the completion of his/her duties as Academy Secretary as and when required.



**General:**

- 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, Safeguarding Policy, Diversity & Equality Policy, Equal Opportunities Policy, Financial Regulations Policy & Social Media Policy;
- Act always with utmost good faith to the Club, Foundation 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 Football Club & Foundation 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 Football Club & Foundation;
- 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 Football Club & Foundation;
- Promote the brand identity and increase Lincoln City fanbase throughout;
- To support the Lincoln City Football Club green energy saving strategy and meet all requirements including but not exclusive to recycling, waste reduction, energy efficiency; and
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Chief Executive.

**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.

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

<b>Personal Skills/Characteristics</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		
Experience of working to a budget	X	
Team working experience i.e. working within a team and co-ordinating team members	X	
<b>Qualifications and training</b>		
Educated to degree level or able to operate at graduate level	X	



<p><b>Special skills and knowledge</b></p> <p>An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community</p> <p>Proficient in use of Microsoft Office systems eg Office, Excel, Access and Powerpoint or equivalent system</p> <p>Strong writing, language and proof-reading skills</p>	<p>X</p> <p>X</p> <p>X</p>	
<p><b>Personal qualities</b></p> <p>Positive attitude</p> <p>Excellent written and verbal/presentation communication skills</p> <p>Ability to prioritise and meet deadlines</p>	<p>X</p> <p>X</p> <p>X</p>	
<p><b>Personal circumstances</b></p> <p>Ability and willingness to work outside normal hours, including evenings and weekends.</p> <p>Ability to travel independently</p>	<p>X</p> <p>X</p>	

*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 Football Club & Foundation is an equal opportunities employer.*