



## Grimsby Town Football Club

### Administration Assistant to Chief Executive Officer - Job Description

We don't just work for Grimsby Town Football Club — we *are* Grimsby Town Football Club. It's a remarkable story that began in 1878 and has continued uninterrupted ever since.

There is nothing bigger and nothing more powerful in uniting so many people — through purpose, passion and pride — than a football club. It's people's identity. It's their family; their heritage. It's where they belong. This is something that cannot be undone. The bond, ties and loyalty are forever. And by being here, we are part of the story.

This is no ordinary job. This is an extraordinary opportunity. We are more than staff, players, managers, coaches, analysts, physios, stewards and volunteers. We are friends, supporters, promoters, entertainers, role models and, in some cases, idols and legends. But we cannot be any of these things without each other.

None of us is bigger than all of us. Every day, we strive for better. We are a football club, but we're at the heart of something much bigger. A club formed from its community now has the power to define its community. We are today's authors of this black and white story.

This moment has been 143 years in the making. And the next chapter is in our hands. Together, we can achieve greater things. And to achieve greater things we need a great team, and this is where you come in.

<b>Job Title</b>	Administration Assistant to Chief Executive Officer (CEO) and Board
<b>Line Manager</b>	CEO
<b>Contract</b>	Permanent (8 to 10 hours per week)
<b>Salary</b>	£22,500 to £24,000 (pro rata in relation to hours). Dependent on qualifications and experience
<b>Holiday entitlement</b>	28 days includes Public and Bank Holidays (pro rata in relation to hours)
<b>Key internal relationships</b>	CEO, Board of Directors, Director Of Operations, Head of Communications, Finance Manager, HR Manager, Club Secretary
<b>Purpose of the job</b>	
To provide administrative and executive support to the Chief Executive Officer. To carry out the administrative functions associated with Board meetings.	

**Main Roles & Responsibilities**

- Manager the CEO diary
- Organise meetings and manage databases
- Procure office equipment and sundries
- Manage correspondence, complaints and queries
- Prepare correspondence, presentations and reports
- Liaise with staff, suppliers and clients
- Attend and minute meetings with senior management and the Board.
- Support the Chief Executive Officer with administration duties
- Attend Board and Committee meetings as and when required including the taking of minutes of those meetings for subsequent circulation
- Organise travel and hotel accommodation for directors and guests as necessary
- Carry out duties in accordance with all relevant company policies
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices
- To work with colleagues throughout GTFC 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
- General day to day liaison with stakeholders, colleagues and partners
- 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
- Maintain a professional manner when dealing with both internal and external contacts and partners
- To cover as and when required at other departments within GTFC
- To recognise commercial opportunities across all products GTFC
- Represent our core values and promote the brand identity
- Actively work to increase GTFC's fanbase;
- Work to support the GTFC B Corp principles
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Chief Executive

**Knowledge & Experience**

To be able to deliver this role, there are skills and experiences we are looking for are:

Previous experience in a similar role

Self-motivated, open, engaging and resilient

Substantial customer service skills

Excellent communication skills, both written and oral

Comfortable interacting with all people at all levels across the company and with our Client contacts.

Ability to work under pressure and prioritise own workload

Capable of identifying and solving problems

Strong MS Office skills and very comfortable using MS Word, Excel, Outlook and PowerPoint

To be accurate with excellent attention to detail

## **B Corporation**

Grimsby Town Football Club is currently working towards B Corp Certification. B Corp Certification is a designation that a business is meeting high standards of verified performance, accountability, and transparency on factors from employee benefits and charitable giving to supply chain practices and input materials. To achieve certification, a company must:

- Demonstrate high social and environmental performance by achieving a B Impact Assessment score of 80.
- Make a legal commitment by changing their corporate governance structure to be accountable to all stakeholders, not just shareholders, and achieve benefit corporation status.
- Exhibit transparency by allowing information about their performance measured against B Lab's standards to be publicly available on their B Corp profile on B Lab's website.

B Corp Certification is holistic, not exclusively focused on a single social or environmental issue. And the process to achieve and maintain certification is rigorous and requires engaging teams and departments across the whole organisation. All employees are expected to commit to the journey of achieving B Corporation Status.

## **Safeguarding Statement**

Grimsby Town Football Club is committed to safeguarding the welfare of children and young people and expects all staff and Volunteers to endorse this commitment.

## **Equality, Diversity and Inclusion**

Grimsby Town Football Club's commitment to Equality, Diversity and Inclusion is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status or civil partnership race, nationality, ethnicity (race), religion or belief, ability or disability, pregnancy or maternity and to encourage equal opportunities (Protected Characteristics, Equality Act 2010).

Employees of Grimsby Town Football Club must ensure a positive commitment towards equality, diversity and inclusion by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.