



## Grimsby Town Football Club

### Club Secretary - 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>	Club Secretary
<b>Line Manager</b>	Chief Executive Officer (CEO)
<b>Contract</b>	Permanent 37.5 hours per week
<b>Salary</b>	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, Director of Operations, Finance Manager, HR Manager, First Team Manager, First Team Assistant Manager, Academy Operations Manager
<b>Purpose of the job</b> To undertake all Club Secretarial duties for Grimsby Town Football Club ensuring compliance with the football authorities.	

## Main Roles & Responsibilities

- Undertaking all Club Secretarial duties for Grimsby Town 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
- Liaison with away clubs for home and away fixtures and fixture confirmation
- 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
- Responsibility for the First Team/Pro Department logistics budget
- Completion of, and updating Player Personal Accident Insurance cover
- Overseeing player private medical insurance claims the Club's Medical Team
- Processing player expense claims and player relocation expense claims in accordance with company policy
- Ensuring compliance with regard Equality & Diversity in accordance with EFL Code of Practice and other relevant legislation.
- Assisting the Academy Operations Manager with the completion of his/her duties as Academy Secretary as and when required
- Carry out duties in accordance with all relevant company policies
- Act always with utmost good faith to the Football Club
- 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 Grimsby Town Football Club 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

### **Knowledge & Experience**

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

- Educated to degree level or equivalent
- Previous experience within a league or football club
- Experience of Football or other sports administration at a responsible level and the pressures within
- Knowledge of domestic football regulations
- Knowledge of FA, League and Club rules and regulations
- Experience of working with football regulations.
- Experience working within an elite setting.
- Experience working within administration / operations
- Experience with IT and a range of software, including but not limited to, all Microsoft Office programmes and Email
- Exceptional organisation and planning skills and the ability to build effective working relationships.
- High level of attention to detail
- Good time management and organisational skills
- Excellent written and telephone manner
- A 'can do' attitude/mindset and flexibility to work additional hours if required
- A genuine team player.
- Highly effective communication and organisational skills.
- A hardworking and enthusiastic individual.
- Displays a high level of confidentiality.
- Trustworthy and adherence to codes of conduct and ethics.
- Flexibility with working hours required to meet demands of the role.
- Empathy with young people and their challenges.
- A full, valid UK driving licence and access to a suitable vehicle.

### **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 (Delete if not required)**

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. This post requires a Basic Disclosure and Barring Service Check (DBS) as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared". Relevant information and / or documents will be distributed as part of the recruitment process.

**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.