



SECTION	HR
POLICY /PROCEDURE	Job Advert, Job Description & Person Specification
DATE OF ISSUE	18th July 2018
DATE OF REVIEW	N/A

Department:	Football
Job Title:	Club Secretary
Salary:	Competitive (consummate with experience)
Contract type:	Full time – Permanent
Hours:	There are no standard hours of work for this role but the minimum contracted number would be 37.5 hours per week over the course of seven days, when deemed necessary. The candidate will be required to have a flexible approach to working hours, including match days and such hours as necessary for the full and proper performance of the role taking into consideration the nature of the Club's business.
Responsible to:	Chief Executive Officer
Location:	Eco-Power Stadium, Stadium Way, Doncaster, DN4 5JW
Regular working hours:	Office hours are Monday to Friday 9.00am – 5.30pm. With this post, there will be weekend and evening work as part of the nature of the Club Doncaster Organisation.

Purpose of the post:

To oversee all matters relating to football governance for Doncaster Rovers Football Club, in particular the First Team and line manage the administration of the male football academy.

Be the principal point of contact between the football authorities and Doncaster Rovers Football Club .

Key Duties and Responsibilities:

- Undertake all duties in line with EFL, EPL, FA, FIFA and UEFA guidance in relation to football administration and associated duties.
- Prepare and complete all player contractual documentation for player agreements, including contracts, loan agreements, player registration, financial fair play, and transfer documentation for all outgoing and incoming players.
- Maintenance and liaison with the EPL, FA, and EFL portals in relation to player discipline, ie cautions, player registrations, fines & cautions.
- To confirm and monitor player eligibility
- Management of annual player re-engagement for both 1st team and Academy
- Act as the Welfare / Safeguarding Officer within the senior team, ensuring that the club's safeguarding principles are considered when making decisions.
- Maintenance of full player records and player files.
- Management and oversight of fixture arrangements for all first team games.
- Completion and submission of all post match documentation including match reports, team sheets, and bonus sheets.
- Support with the management of FA whereabouts & doping control in liaison with the Senior Physiotherapist.
- Administration and budget management of first team travel and accommodation to fixtures, including transportation and hotel bookings.
- Administration of the Health Partners Medical Care scheme, monitoring who is eligible, and management of the budget aligned with key protocols.
- Budget management of football budgets and line management of catering and Training Ground Coordinator.
- Attend and be a key part of home, pre match preparations, for Eco-Power Stadium games working closely with the Safety Officer, Manager, Visiting Officials and match officials.
- Attendance in the role of senior club official at all scheduled home games.
- Administration for home and away match day, with opposition, officials, board members
- Liaison and supervision of all Academy administration.
- Liaison and implementation of all changes to EFL rules and regulations communicated out.
- Attend all internal and external meetings as a senior member of football staff.
- Support the first team and assistant manager with all reasonable administration requests.
- Ensure all policies and procedures are adhered to.
- Active participation in continuing professional development.
- Promote the brand identity and increase Club Doncaster fan base through positive service delivery.
- Support the whole of Club Doncaster group to promote the events and the business as a whole, including additional support at Club Doncaster events such as the Big Bang Firework Event, Concerts and Stadium Hire opportunities.

- Act at all times with utmost good faith to the Club(s) and the Company.
- Devote full attention and ability to fulfilment of the duties required by the role.
- To work closely with, maintain good relationships, and collaborative working practices
- To work with colleagues throughout Club Doncaster to extend knowledge and skills in order to identify and develop best practice.
- 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 at all times.
- To cover as and when required at other departments within the Club Doncaster Group
- 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.

Club Doncaster Staff competencies:

Our Values

- We are professional in all we do
- We manage our business with respect and integrity
- Pride, passion and performance
- Open, honest brave
- Consistent innovation in all we do
- Energy, enthusiasm, humility
- Win-win relationships

Putting our clients first

- Demonstrates a thorough understanding of the services across Club Doncaster and how these relate to and are affected by the needs and objectives of the organisation
- Knows who the clients are, understands our clients' needs and works hard to ensure that these are met
- Develops positive relationships with clients, handling dissatisfied or awkward clients effectively
- View the resolution of clients' problems as an opportunity to retain and secure future business
- Ensures all clients are dealt with in a proficient and friendly manner, with respect and integrity at all times

Getting things done

- Performs all assigned tasks and procedures efficiently and in a timely manner
- Takes personal responsibility for own actions and decisions and displays a sense of energy and commitment to achieve results that stimulate others to succeed
- Works hard to reach or exceed personal targets and section goals and can take responsibility for several different tasks at a time
- Accepts responsibility for problems that occur and retains ownership until they are resolved, either personally or by someone else
- Manages own time and resource effectively, with appropriate planning and prioritising in advance to improve efficiency
- Uses initiative to act without constantly referring to others and perseveres with repetitive and mundane tasks

Flexibility

- Accepts doing things differently to improve efficiency and reacts positively to changing objectives, priorities and workloads
- Willingly takes on extra responsibility and, where necessary, will work additional or irregular hours to meet the needs of the organisation
- Put forward suggestions and ideas about new and better ways of doing things
- Learns rapidly, adjusting to new situations as they occur
- Demonstrates a commitment to deliver a high quality service at all times

Communication skills

- Communicates effectively and confidently in individual and group situations, contributing and asking questions where appropriate
- Listen to and respects other people's views and opinions
- Any written work required by the role is clear, accurate and to the point
- Presents facts and ideas in a concise and persuasive manner
- Ensures all written correspondence is fluent and structured, using appropriate style and language
- Uses the correct communication technique to suit the situation

Managing Self /Relationships

- Develops open and effective relationships with all colleagues

- Awareness of impact of own behaviour on others and is able to modify approach or style to achieve results
- Can discuss differences openly and without recrimination
- Share information and keeps all relevant parties informed
- Works to improve self by being pro-active in job function and in assessing training and development needs
- Keep difficulties in perspective and maintain performance and effectiveness in the face of conflicts, tight deadlines, excess workloads and unreasonable client/customer
- Aware of the goals and targets of Club Doncaster ensuring actions contribute towards achieving them

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 Club Doncaster. It is the employee's responsibility to ensure up to date documentation is provided to Club Doncaster.

Club Doncaster 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 is 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.

Personal Skills/Characteristics

	Essential	Desirable	Method of Assessment (List Code Below)
Experience			
Minimum of 3 years' experience within a professional football club, league or governing body level as a Club Secretary or similar role.	X		AF/I
Proven track record of delivering multiple priorities during busy periods such as transfer windows and pre season times.	X	X	AF/I
Experience of supporting & managing budgets.		X	AF/I
Experience of preparing legal contracts within the professional sport environment.	X		AF/I
Working within a team and coordinating team members	X		AF/I
Excellent written and verbal communication skills	X		AF/I
Ability to plan own workload and prioritise	X		
Qualifications and training			
Evidence of formal education detailing a good level of general education.	X		AF/I
Formal IT experience, or previous experience of computer related invoicing and tracking systems	X		AF/I
Special skills and knowledge			
A strong understanding of the football regulations and rules in relation to English football via the FA and EFL	X		AF/I
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community	X		AF/I
Proficient in use of Microsoft Office systems e.g. Office, Excel, Access and PowerPoint or equivalent system	X		AF/I
Knowledge of existing participation networks within Yorkshire.		X	AF/I

Personal qualities			
Positive attitude with the ability to motivate and enthuse individuals and groups.	X		I
Excellent written and verbal/presentation communication skills.	X		I
Ability to prioritise and meet deadlines	X		AF/I
Mature approach to carrying out operational tasks and problem solving	X		
Strong interpersonal skills	X		
Strong communication skills	X		
Personal circumstances			
Ability and willingness to work outside normal hours, including evenings and weekends.	X		I
Ability to travel independently	X		I
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		AF/I/R
Good sickness / attendance record in current / previous employment, (not including any absences resulting from disability)	X		R

* AF = Application Form
I Interview
R Reference
CQ Certificate Qualification

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. Club Doncaster is an equal opportunities employer.