



Heyside Football Club

Juniors | Angels | Open Age

Committee Role Description | Club Secretary

As is the requirement of every FA (Football Association) affiliated football club in England, every year we ask for volunteers from within the club and outside to put themselves forward for consideration of any Heyside FC Committee positions. New personnel bring new ideas, vision, and opportunities; after all, the club is the Communities' club and not any one person or group of individuals.

Job Title

Club Secretary

The main purpose of this job is that of principal administrator for the club. The Club Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively. The Club Secretary is a pivotal role within the club, with a close involvement in the general running of the club. The secretary and their assistant provide the main point of contact for people within and outside the club on just about every aspect of the club's activities.

As the first point of contact with the club, it is helpful for the Secretary to be available to take phone calls during the working day. This high-profile job has a major impact on the efficient and effective management of the club. The Secretary has contact with a wide range of people from within and outside the club. Representation of the club at outside meetings provides the opportunity to find out what is going on at league and county level, and this could be a platform for future volunteering opportunities.

Typically, a Club Secretary will allocate up to six hours per week.



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Job Summary

- Attend league meetings
- Affiliating the club to the County FA
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- Support Team Managers/Coaches in registering their players to the league(s), this typically involves explaining the process and answering any “how-do-I?” questions
- Regular use of FA Whole Game & Club Portal Systems
- Dealing with correspondence
- Organising the club AGM and other club meetings
- Making sure relevant insurances are up-to-date and valid
- Representing the club at outside meetings at the direction of the Club Committee.

Estimated Commitment:

- Up to 6 hours per week at peak times. Average of 3 hours.

Recommended Experience:

- Administration i.e. taking minutes, documenting important information
- Use of email and other communications applications I.E. WhatsApp and Zoom
- Good communicator
- Approachable and engaging
- A love of football and desire to understand the workings of a football club

Incentives:

- If a player, coach, or parent of a Heyside FC team, you will be allocated £250 for kits, extra training equipment etc.
- If you are looking to gain valuable experience in an administrative or leadership role, this will be great experience to add to your CV / Portfolio and could help you in your future career.



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Good to Know:

- Full hand-over from the current person in the role will be provided, along with up to 3 months support to answer any questions or concerns.
- This is a voluntary role and is therefore not a salaried / paid position.
- Like all committee positions, the club requires complete commitment, this can be challenging at times, but rewarding in many ways, specifically the social importance to children and adults within the Oldham and Rochdale boroughs.
- Every person in a role at Heyside FC are required to pass a DBS check that confirms they are allowed to work in a setting with children or vulnerable people. The club pays for this check.

The Application Process:

- Applicants are asked to register their intention to apply for the role by emailing hello@heysidefc.co.uk leaving their name, email and telephone number and clarity of when it is best to be contacted.
- All applicants are asked some basic questions regarding why they are applying for the position and are given more information about the position they are applying for.
- Applicants are then required to provide a short statement at the AGM explaining why they feel they should be chosen to take on the position and what they could do to maintain or improve standards of the role and how this might progress the club as a whole, this will be considered and voted on by all club members at the AGM.
- Applicants applying outside of the club may be asked to provide references.

Heyside FC are an equal opportunities Community Football Club and encourage applications from all social, ethnic, religious and gender backgrounds.