



## Job Description

<b>Job Title</b>	Assistant Club Secretary
<b>Department</b>	Football
<b>Reports to</b>	Head of Operations (Club Secretary)
<b>Location</b>	Clare College Sports Complex / The Cledara Abbey Stadium
<b>Salary</b>	£25,209 – £28,000 per annum
<b>Hours</b>	40 hours per week, including match days and evenings. Worked flexibly to include a Saturday. Flexibility and availability outside of working hours also required from time to time.
<b>Role Summary</b>	<p>The role of the Assistant Club Secretary is to support the operational and logistical matters related to the club's first team. The individual will be based at the Club's training ground, working closely with the Head of Operations (Club Secretary), Sporting Director, Head Coach, to ensure operational efficiency.</p> <p>In this role you will provide administrative support to the Head of Operations (Club Secretary) in the delivery of football administration activities to ensure the Club complies with the regulatory requirements.</p>
<b>Key Job Outcomes</b>	<ul style="list-style-type: none"><li>• Assist in the planning of first team weekly schedules and communicate to relevant stakeholders.</li><li>• Provide support and assistance to the Head of Operations (Club Secretary) as required.</li><li>• Liaise with the Head of Operations (Club Secretary) about all football and player-related matters.</li><li>• Provide support to the Academy Secretary as and when required.</li><li>• Manage and liaise with the Club's external caterers in relation to players' food.</li><li>• Player Liaison duties, including but not limited to induction and acclimatisation.</li><li>• Assist in the scheduling and transportation of medical appointments where required.</li><li>• Manage the safeguarding &amp; welfare of first team staff &amp; players</li><li>• Procurement of kit/equipment/sundries in conjunction with the Head of Operations (Club Secretary).</li><li>• Assist in the organisation of the first team away travel &amp; hotels.</li><li>• Responsible for daily logging and updating of player FA whereabouts.</li><li>• Manage player appearances, working closely with key stakeholders to plan and source player availability for such requests.</li><li>• Day-to-day training ground management, assisting in the continuous development of the site, reporting into the Head of Operations (Club Secretary) as required.</li><li>• Manage relationships with local resident groups.</li><li>• Liaise with external training ground cleaning contractors.</li><li>• Ensuring health &amp; safety compliance at the training ground.</li><li>• Liaise with ground staff regarding training pitch use and maintenance schedules.</li><li>• Be a key holder with responsibility for the security of the site.</li></ul>



	<ul style="list-style-type: none"> <li>• Lead on first-team player and management ticketing arrangements on a game-by-game basis.</li> <li>• Assist with the staging of Youth Team games for, Under 16's and Under 18's.</li> <li>• Host and arrange player/family events.</li> <li>• Be contactable out of hours.</li> <li>• Assist with the Club's Head of Communications in relation to press conferences and general press requests.</li> <li>• Manage essential and non-essential player workshops.</li> <li>• Oversee the management of player housing.</li> <li>• Assist first team management and provide administrative support as and when required.</li> <li>• Attendance at all home fixtures. Additional responsibilities and projects relating to the first team, academy and women's team as and when required</li> </ul>
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This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

**Person Specification**

Skills, Knowledge, Qualifications & Experience	Required	Desirable
Ability to work to strict deadlines	✓	
Valid Full (UK) Driver's License	✓	
Enhanced DBS Disclosure	✓	
IT skills to include the ability to use Microsoft Office	✓	
Experience of working within a professional sporting environment		✓
Good interpersonal skills	✓	
Experience of managing schedules & relationships	✓	
Understanding of health & safety legislation		✓
<b>Attitude/Behaviours</b>		
Takes responsibility for ensuring a high quality of work	✓	
Ability to work calmly under pressure and instil confidence in others	✓	
Ability to confidently use own initiative	✓	
Always understanding the importance of confidentiality and integrity	✓	
A team player who will support and motivate other members of the team	✓	
<b>Personal Qualities</b>		



Hardworking and enthusiastic	✓	
Good attention to detail	✓	
Loyal and committed	✓	

## Application Process

<b>Application Instructions</b>	Interested applicants should apply by submitting their Application Form, CV and Cover Letter, applications which do not include all documents will not be reviewed.
<b>Application Closing Date</b>	Sunday 24 <sup>th</sup> November 2024
<b>Interview Date(s)</b>	Thursday 28 <sup>th</sup> November 2024
<b>Start Date</b>	December 2024 / January 2025
<b>Mission, Vision &amp; Values</b>	<p><b>Mission</b> Cambridge United aspires to compete at the highest level of the English Football League, whilst operating a financially sustainable football club embedded within the heart of its community. We are custodians with a collective responsibility to protect and enhance the Club for future generations.</p> <p><b>Vision</b></p> <p><i>Creating Memories</i> We engage current and future generations of supporters by creating memorable moments.</p> <p><i>Driving Standards &amp; Performance</i> We will evolve by driving standards and performance through self-reflection and education.</p> <p><i>Enhancing Lives</i> We are an inclusive Club that is United in Endeavour to enhance lives through the power of sport.</p> <p><b>Values</b> We engage positive and inspiring characters who are committed to serving and strengthening our community, by adopting our 3 keys values.</p> <p><i>Teamwork</i> We achieve more through working together than alone and are United in Endeavour.</p> <p><i>Hard Work</i> We are committed to learning and working towards our pursuit of excellence in everything we do.</p> <p><i>Humility</i> We will celebrate each other's successes and recognise that no individual is greater than the collective.</p>



<b>Employability Statement</b>	Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
<b>Safeguarding Statement</b>	Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks. The post holder will be required to undergo Safeguarding training periodically.
<b>Equality, Diversity &amp; Inclusion</b>	Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.  <a href="https://forms.office.com/e/WkrhMHMzZL">https://forms.office.com/e/WkrhMHMzZL</a>