



## JOB DESCRIPTION – ASSISTANT CLUB SECRETARY

**1. JOB TITLE** Assistant Club Secretary

Responsible to: Club Secretary  
Chief Executive

Responsible for: n/a

**2. MAIN PURPOSE**

To assist the Club Secretary across football administration matters and help ensure compliance with the governing bodies' regulations and legislation.

To also provide administrative support to the executive staff (Chief Executive, General Operations Manager, Finance Director and HR Manager).

**3. RESPONSIBILITIES**

**3.1 Specific Responsibilities**

Assist the Club Secretary with fixture and player administration, including preparing player registrations and eligibility, maintaining internal player and fixture records and organising match day operations.

Manage the administration for the Scouting department, to coordinate scout ticket requests and domestic and international travel logistics.

Provide administrative support to coordinate, prepare and minute meetings, such as Technical Board meetings, HR meetings.

Administer the Club's private medical insurance policies.

Assist with player liaison duties.

Perform general and match day administrative duties, including management of room bookings, processing seasonal car parking applications, circulating internal and external fixture lists, creating and allocating match day passes and vouchers.

Manage the diaries, prepare expense claims and coordinate travel for executive staff, as required.

Support the finance department with administrative tasks, including purchase ordering, reconciling credit card statements and recording Charities Aid Foundation data.

Support the HR Manager with general duties, including processing holiday forms, processing expenses claims and drafting employee contracts and correspondence.

Maintain honesty, integrity and confidentiality at all times.

Be presentable, smart and personable at all times when representing the Club.

Undertake all reasonable tasks assigned by the Club Secretary.

### **3.2 Health & Safety**

Lead by example being diligent and observant at all times.

Ensure safety and risks are considered at all times.

## **4. QUALIFICATIONS**

### **4.1 Essentials**

- a) Valid enhanced CRC check
- b) Full UK Driving Licence

### **4.2 Desirables**

- a) Undergraduate degree
- b) Undergraduate or postgraduate degree in law or sports management/administration (preferred)
- c) Certificate in Professional Sports Management and Administration (CPSMA)

## **5. PERSON SPECIFICATION**

Able to demonstrate professionalism and discretion at all times.

Experience as a sports administrator, with an understanding of domestic and international governing body regulations.

Strong IT and administrative skills with the ability to use e-mail and Microsoft Office and preferably with experience of governing body software platforms (CPS, FIFA TMS, Whereabouts portal, County FA Member Services, Whole Game System).

Flexible to manage and adapt to a varied workload, whilst working under pressure and to deadlines.

Able to enhance relationships with employees, clubs, governing bodies and other football stakeholders.

High standard of accuracy and efficiency in performing their duties.

Dedicated to self-improvement and continuous professional development.

Willing to follow and promote the philosophy of the Club.

## **6. EQUALITY STATEMENT**

The employee must at all time carry out their duties with due regard to Luton Town Football Club policies and procedures.

The employee must ensure a positive commitment towards equality and diversity 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.

The employee must contribute to encouraging equality and respecting diversity by embedding such values in the workplace and challenging inappropriate behaviour and processes.