

## WYCOMBE WANDERERS FOOTBALL CLUB

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## JOB DESCRIPTION

### **JOB TITLE: Club Secretary**

**JOB PURPOSE** – Wycombe Wanderers Football Club is currently seeking an experienced Club Secretary to oversee the smooth running of the football administration for the football department and deliver high quality support to all the performance domains.

The successful applicant will have excellent communication and be able to work accurately and to strict deadlines and maintain absolute discretion in all aspects of the role.

Responsibilities for the role include:

- All aspects of player administration, including completion of player registrations, transfers, compensation agreements and loans both domestic and international.
- Completion of intermediaries' documentation.
- Completing applications/claims on the FIFA Transfer Matching System.
- Responsibility for Governing Body Endorsements for non-EU/EEA players and upkeep of the UK Visas and Immigration Sponsorship Management System.
- Managing player eligibility for matches, appearance schedules, disciplinary records, bonuses and contractual trigger clauses in transfer agreements for incoming and outgoing players
- Organising and administering home First Team fixtures and completion of pre-and post-match documentation and being the lead contact for visiting clubs and match officials.
- Managing solidarity distribution and claims from other Clubs.
- Managing international call ups for professional players.
- Ensuring appropriate medical cover is in place for all professional and scholarship players as well as insurance cover for international players and trialists.
- Communicating all aspects of football rules, regulations and requirements to the Board and the Club's staff and advising relevant staff of the Club's obligations and responsibilities.
- Keeping the First Team Manager fully informed about all football and player-related matters.
- Arranging pre-season training camps inclusive of agreements and logistical requirements in liaison with the First Team staff.
- Responsible for completing all Premier League/English Football League/Football Association forms/surveys, including retained list and submitting before deadlines.
- Ensure the Players Code of Conduct is updated every season and approved by the Manager before distributing to all First Team Players and Scholars.
- Co-ordinate and maintain all Player disciplinary matters, including preparation of any disciplinary appeals preparation of statements of mitigation for disciplinary hearings and attending Disciplinary commissions on behalf of the Club
- Act as the Club's Designated Senior Safeguarding Manager (SSM) and Equality, Diversity and Inclusion (ED&I) Lead Officer

The successful candidate will have experience of a similar role in football, either at club or governing body level, and be familiar with the range of Club Secretary duties involved and have knowledge of the rules and regulations which govern football domestic and international level. A degree level education is preferred essential in legal, business, administrative of relatable subjects along with excellent organisation skills and the ability to build effective working relationships.

The position is full time, with working hours being flexible around business demands which include evening and weekend work as required, home matches and special events. You will be expected to undertake any specific training or Continued Professional Development to maintain your up-to-date knowledge and qualifications, and/or as organised by the club.

**LOCATION** – This position is based at High Wycombe. Applicants must be eligible to live and work in the UK.

**SALARY** – depending on experience

**APPLICATIONS** - Applications are being invited by the submission of a current CV (maximum of 2 pages) and Covering Letter (maximum 1 page), to include current remuneration, via e-mail only to [kelly.francis@wwfc.com](mailto:kelly.francis@wwfc.com) clearly stating the position you are applying for.

**CLOSING DATE** – 25<sup>th</sup> August 2021, or earlier should a suitable applicant be found

Wycombe Wanderers is committed to the principle of equal opportunity and its policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.

This document is a guide only. The employee must undertake any other duties as may be reasonably assigned by the Club from time to time.