



JOB OPPORTUNITY – CLUB SECRETARY

Reporting to the CEO, and working closely with the Head of Football Operations, you will manage all aspects of professional player administration, eligibility to play and compliance with contractual requirements, as well as undertaking the administration for all First Team fixtures, ensuring the Club adheres to all football rules and regulations, acting as the point of contact between the Club and all governing bodies.

Your duties will include:

1. Responsibility for all aspects of professional player administration, including completion of player registrations, transfers and loans both domestic and international, and completion of intermediaries' paperwork.
2. Completing applications/claims on the FIFA Transfer Matching System.
3. Managing player eligibility for matches, appearance schedules, disciplinary records, bonuses and contractual trigger clauses in transfer agreements for incoming and outgoing players.
4. Managing solidarity distribution and claims from other Clubs.
5. Managing international call ups for professional players.
6. Ensuring appropriate medical cover is in place for all professional and scholarship players as well as insurance cover for international players and trialists.
7. Keeping the Club compliant with all regulatory requirements set by the various football Governing Bodies, acting as the first point of contact at the Club for said Bodies, and implementing measures and resolving matters arising as a result.
8. Communicating all aspects of football rules, regulations and requirements to the Board and the Club's staff and advising relevant personnel of the Club's obligations and responsibilities.
9. Keeping the Head of Football Operations and Academy Operations Manager fully informed about all football and player-related matters.
10. Providing advice and support to the Academy Department as and when required, overseeing all player administration for all Academy age groups, as well as overseeing the Academy Operations Manager in managing Academy regulatory issues.
11. Responsibility for Governing Body Endorsements for non-EU/EEA players and upkeep of the UK Visas and Immigration Sponsorship Management System.
12. 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.
13. Managing the Assistant Club Secretary.

You will have knowledge and experience of:

- Working in a similar role within the football industry, either at Club or Governing Body level.
- The full range of duties involved in a role of this nature.
- All rules and regulations which govern football both at domestic and international level.





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In addition, you will:

- Be able to communicate effectively at all levels, have excellent organisational skills, and be fully computer literate
- Work effectively in a fast-paced environment; remain calm under pressure and be comfortable working to tight deadlines
- Maintain absolute discretion in all aspects of the role
- Be flexible with your working hours to meet the demands of the role, attending all First Team home fixtures, as well as First Team away fixtures as and when required by the Board

For the full job description please contact jobs@nottinghamforest.co.uk

Application is via CV with a one page covering letter to the email address above.

Closing Date: 31 October 2017.

