



JOB TITLE Assistant Football Secretary

DEPARTMENT Football Operations

RESPONSIBLE TO Director of Football Administration

RESPONSIBLE FOR No direct reports

JOB SUMMARY

To provide high quality and detailed administrative support to the Director of Football Administration, (DOFA) ensuring compliance to all relevant regulatory, legislative and governance frameworks. Under the direction of the DOFA, act as a point of contact for relevant football authorities (The FA, The Premier League, English Football League, UEFA) and undertake all associated governance duties as per the rules and regulations required.

ROLE RESPONSIBILITIES

- Assist the DOFA in the preparation, recording and submission of Player contract, transfer and Intermediary documentation.
- Provide advice and assistance to Newcastle United Women's Team and NUFC Academy on all player registration, fixture and regulatory matters.
- Assist the DOFA and Player Recruitment Department in undertaking due diligence in the preparation of GBE applications
- Provide general assistance and support to the DOFA and Player Care Department for all Player-related visa and UK immigration requirements;
- Provide assistance in maintaining relevant records and monitoring of contractual and contingent payments.
- Ensure the Club is compliant with all regulatory aspects of football administration set by the different football governing bodies, supporting the DOFA as a point of contact for such bodies and implement measures and resolve any matters arising as a result.
- Under the direction of the DOFA, ensure all pre and post-match football administration documentation is complete for the relevant competition.
- Monitor Loan Player and Former Player appearances to identify contract triggers and/or contingent payments.
- Maintain Player files and documents pertaining to Player contracts and eligibility;
- Assist in internal and external communications relating to international call-ups and maintaining a contact database for National Associations;
- Access and use external Governing Body online administrative systems and platforms as required;
- Assist and comply with completion of regulatory forms and provision of information for Premier League, The Football Association, EFL and UEFA.



ROLE RESPONSIBILITIES CONTINUED...

- Support the Academy player registration process.
- Premier League 2/U21 Games Programme
- Under the direction of the DOFA, support the games programme as required including where required administrative, communication and reporting responsibilities and provision of operational support at games if required.
- Any other reasonable duties

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- Previous experience working within a Football Administration Department at a Premier League Club, Governing Body or as a Club Secretary at an EFL Club.
- Knowledge and experience of operating to relevant Player registration regulations, competition Rules, FIFA Regulations and FA Intermediary Regulations.
- Excellent organisational skills, fastidious attention to detail.
- Able to maintain resilience whilst managing a complex and varied workload, calm under pressure.
- Sound knowledge of all rules and regulations which govern football at domestic and international level.
- Politically astute, able to maintain confidentiality and handle sensitive issues.
- Naturally collaborative; able to build and maintain trusted relationships.
- Flexible, comfortable working outside of normal hours to meet the needs of the post.

Desirable

- Experience within a similar role in a Premier League Club.
- Expert knowledge of Premier League rules.
- UEFA Competition experience



QUALIFICATIONS & TRAINING

Essential

- GCSE English & Maths at grade C or above.
- Law degree or equivalent experience
- Proficiency in Microsoft suite of applications

Desirable

- Sporting law qualification

GENERAL STATEMENT

All employees of the Club must at all times carry out their responsibilities with due regards to all policies and procedures and in particular health and safety, confidentiality and data protection.

SAFEGUARDING & WELFARE STATEMENT

The Club is committed to the safeguarding and welfare of all children, young people and adults at risk of harm and requires all staff, volunteers and others associated with the Club to share and endorse this commitment.

As part of this commitment, all staff are expected to undertake regular safeguarding and welfare related training and to ensure the environments in which they work remain safe at all times. This includes ensuring 'best practices' are adopted at all times and incidents or concerns are proactively reported. Safeguarding is considered everybody's responsibility.

EQUALITY, DIVERSITY & INCLUSION STATEMENT

The Club is committed to equality, diversity and inclusion, encapsulated by the Club's brand United As One, and believes in equal opportunities for all. We expect that all staff, volunteers and others associated with the Club share and endorse this commitment in a positive manner. The club does not tolerate any form of direct or indirect discrimination, victimisation or harassment. Your behaviour must align to the principles of equality as outlined in the Clubs equality policy which can be found at www.nufc.co.uk/UnitedAsOne.

CRIMINAL RECORD CHECK REQUIREMENT

This role does require a criminal records check (CRC) deemed suitable by the Club, at the following level; basic. The requirement of a CRC for this role is due to responsibilities relating to children under the age of 18 years and/or adults at risk of harm. Where a role requires a CRC this must be obtained by the Club