

SHEPPEY UNITED FOOTBALL CLUB



A CLUB BUILT FROM THE COMMUNITY, FOR THE COMMUNITY

JOB DESCRIPTION

JOB TITLE	Youth Secretary
LOCATION	Hybrid Working
TERMS	Part-Time
PAY RATE	To Be Discussed

Sheppey United Ltd. are delighted to announce an opportunity as Sheppey United football club's new Youth Secretary. This role will be paid and will report into the club's Head of Youth Football and will work closely with the club's Chairman and Secretary.

RESPONSIBILITIES

Duties will include:

- Manage all administrative tasks for the Sheppey United youth section.
- Ensure all league and player registrations are complete within the required timeframe, as well as information for cup competitions.
- Work with the Youth Treasurer to ensure all fines are managed appropriately and accordingly.
- Work with a team of Secretaries, who will liaise with each league as required, and ensure they are supported to carry out their voluntary role, and stepping in and working with the leagues when necessary.
- Facilitating the club's ethos as part of the youth committee and work as a team to continuously improve the structure within the Sheppey United FC youth section.
- Work with the youth committee to enhance the current set up and continue to grow the youth section in terms of the number of teams and players.
- To work alongside the youth committee to again grow and support all club and youth progress both on and off the pitch.

CANDIDATE REQUIREMENTS

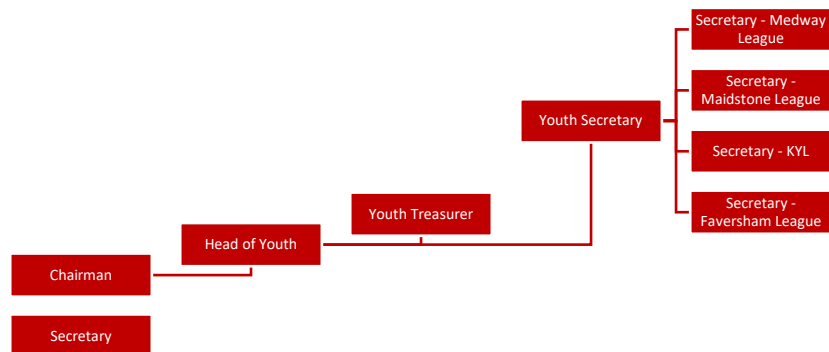
The successful candidate will have good IT and administrative skills, as well as verbal and written communication skills. You will need to have good attention to detail with a highly organised approach to work; a good ability to prioritise and work well under pressure. Working as part of a team, and good people management skills, will also be important. This role is vital importance to ensuring the club's growth.

ORGANISATIONAL STRUCTURE

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CONTACT US

If you are interested in applying for this role, please provide your CV and a covering letter, along with your current DBS (if you have one) and any coaching qualifications, to chairman@sheppeyunitedfc.co.uk.