

## The Sheffield & District Junior Sunday Football League Secretary Vacancy

The League is looking for an enthusiastic person to take on the above role.

The table below is intended to give guidance to the roll requirements and the list is by no means exhaustive, some tasks may be carried out by other officers, and it is not uncommon for one person to hold more than one role!

To apply send your CV and a covering letter to [Chairman@junleague.com](mailto:Chairman@junleague.com) by **Monday 14<sup>th</sup> December 2020** please put the role followed by application as the subject heading. For example if applying for secretary but League Secretary Application as the subject.

<b>League Secretary</b>	
Key Tasks	<ul style="list-style-type: none"> <li>• Club affiliation to the League</li> <li>• League Sanctioning (ensure league is sanctioned and clubs are affiliated with the CFA)</li> <li>• League Rules - Ensure Rules are sanctioned by the County FA, and ready for approval at the league AGM.</li> <li>• Be aware of changes to the Standard Codes of Rules, and requirements to adopt these.</li> <li>• Day-to-Day League Correspondence</li> <li>• League Communications (to clubs, referees and league officers)</li> <li>• Reports for Management Committee</li> <li>• Organisation of League AGM including production of the Annual Report</li> <li>• Production of agenda for League Management Meetings</li> <li>• Recording of Minutes of League Meetings</li> <li>• Forward relevant correspondence to other league officers</li> <li>• Production and co-ordination of League Development Plan</li> <li>• Managing the League in conjunction with League officers especially Chairman</li> </ul>
Key Skills	<ul style="list-style-type: none"> <li>• Organisation and management of league correspondence</li> <li>• Organisation and management of league diary</li> <li>• Understanding and knowledge of FA Rules and FA Directives</li> <li>• Computer literate including Word, Excel and PowerPoint</li> <li>• Good oral and written communication skills</li> <li>• FA Computer System</li> </ul>