

BRIGHTON BOMBERS

Brighton Districts & Old Scholars Football Club Inc.

Job Title: Volunteer Club Secretary

Organisation: Brighton Bombers Football Club

Location: Brighton Sports and Social Club, Hightet Ave, Hove

Time Commitment: Monthly committee meeting 7-9pm and approx. 5-10hrs per week as required.

Overview: The Brighton Bombers Football Club is seeking a highly organized and dedicated individual to fill the role of Volunteer Secretary. As a key executive committee member, the Secretary will manage the club's administrative functions, ensuring smooth communication between the club's members, committee, and external stakeholders. This role is crucial to the effective operation of the club and supports the overall governance and compliance of the organisation.

Responsibilities:

Club Administration: Prepare agendas, take minutes, and distribute documentation for club meetings, including general meetings, committee meetings, and annual general meetings (AGMs). Maintain up-to-date records of club members, volunteers, and contact lists. Oversee correspondence, including responding to inquiries via email, phone, and mail, and forwarding information to the appropriate committee members.

Compliance & Governance: Ensure that the club complies with all relevant local league rules, regulations, and governing body requirements, including keeping up with policy updates. Organise and submit necessary documentation, including affiliations, registrations, and reports, to relevant sporting bodies and authorities. Maintain accurate records of club documents, including constitutions, bylaws, and policies.

Committee Support: Act as the primary point of contact for committee members and assist with the coordination of meetings, events, and club functions. Assist in the distribution and storage of club documentation, reports, and key communications between the executive committee and broader club membership. Provide support in organising club events, fundraisers, and special meetings, as required.

Record Keeping: Maintain and manage all official club records, including contracts, agreements, insurance policies, and other key legal documents. Keep an up-to-date register of all senior player registrations, support other admin roles with record keeping practices i.e. working with children checks (WWCC), coaching accreditation, etc for volunteers. Assist the Treasurer in ensuring membership fees and payments are recorded accurately.

Communication & Correspondence: Ensure timely communication between the club, its members, and external parties, such as league administrators and local community groups. Coordinate with communications team to ensure timely and accurate sharing of information, etc.

Qualifications/skills: Strong organisational and administrative skills with an eye for detail. Good written and verbal communication abilities. Proficiency in using Microsoft Office Suite, email platforms, and other administrative software. Ability to maintain confidentiality and handle sensitive information responsibly. Commitment to the club's values and mission, with a strong sense of community spirit. Must have own computer and access to internet.

Benefits: Opportunity to contribute to the growth and success of a local football club. Gain valuable experience in club administration, governance, and sports management. Build strong connections within the local community and football network.

