

## JOB DESCRIPTION

<b>1. DETAILS</b>	
Job title:	<b>Club and Company Secretary</b>
Reporting to (Job title):	<b>CEO</b>
Department:	<b>Secretary</b>
Location:	<b>Adams Park</b>
Hours:	<b>Shifts between 8:00am – 9.00pm 5 days per week. Events and match-days as required.</b>
FT / PT	<b>Full Time</b>

<b>2. JOB PURPOSE</b>
<p>Reporting to the CEO, you will be responsible for all Club and Company Secretarial duties required for Wycombe Wanderers Football Club Limited and Wycombe Wanderers Community Trust Limited, London Wasps Holdings and London Wasps Community Foundation.</p> <p>Responsibility for completing minimum standards criteria for London Wasps and have overall responsible for all rugby playing contracts within the required guidelines and law.</p> <p>As an ambassador for the clubs, the role will represent the clubs to the public, assisting in portraying a professional image at all times.</p>

<b>3. ROLE OF DEPARTMENT</b>
<p>To ensure that all statutory documents regarding Wycombe Wanderers Football Club Limited and Wycombe Wanderers Community Trust Limited is completed in line with Company's legal obligations.</p> <p>To provide full administrative support for all aspects of the football side of the business. To oversee all aspect of the rugby side of the business, ensuring compliance with RFU, Premiership Rugby Limited and ERC regulations</p>

#### **4. KEY OBJECTIVES**

- To ensure that all administration for all Limited Companies and the football side of the company are completed accurately, meeting deadlines and incurring no fines.
- To keep all statutory documents regarding Wycombe Wanderers Football Club Limited, completion and submission of annual return to Companies House, liaison with Companies House, preparing and transferring shares within the Company, arranging and attending all Board Meetings and preparing Minutes, arranging and attending all General Meetings of the Company.
- To keep all statutory documents regarding Wycombe Wanderers Community Trust Limited and Wycombe Wanderers Charitable Trust, London Wasps Holdings Limited and London Wasps Community Foundation, completion and submission of annual return to both Companies House and The Charities Commission, liaison with Companies House and The Charities Commission, arranging and attending all Board Meetings of The Trust and preparing minutes.
- To provide full administrative cover for all aspects of the football side of the business, including registration, contract and travel arrangements.
- To be overall responsible for all administrative aspects of the rugby side of the business including oversight of player registration and contracts.
- Be responsible for all contract preparation and approval for both football and rugby.

#### **5. MAIN DUTIES / RESPONSIBILITIES**

- To prepare, complete and approve all administrative aspects of the football playing side of the business liaising with the manager, directors, FA and other regulatory bodies. Including all player contracts, informing finance of details and ensuring bonus/additional payment terms are met.
- To be overall responsible and approve all administrative aspects of the rugby side of the business liaising with the Director of Rugby, Team Manager, PRL and all regulatory bodies. Including all player contracts, informing finance of details and ensuring bonus/additional payment terms are met.
- Liaison with match officials for all fixtures for the football side of the business.
- Arrange for scout ticket requirements for away matches and visiting scout requirements.
- Responsible for arrangement of first team fixtures on the football side of the business.
- Ensure that the minimum standards criteria for rugby is compiled, approved and submitted as required.
- Maintain football records relating to cautions and suspensions, issuing of

finances and notifications of suspensions.

- Maintain electronic records and player contracts data, ensuring no fines are incurred
- Collate paperwork concerning the registration of players for submission to the FA and FL and PRL.
- Provide notification of any changes to football fixtures to the relevant league, board of directors, various authorities and match day service providers.
- Daily liaison with first team management and youth department staff and the football authorities on various aspects of football administration.
- To be on general duty at all matches home and away.
- For football home matches prepare boardroom and directors' box lists, order boardroom food with F&B, meet and greet visiting club directors and other boardroom guests.
- Prepare and issue all complimentary tickets for home matches.
- For football away matches send visiting directors' list to opposition and arrange suitable parking, seating and hospitality.
- For football away matches book all travel and hotel arrangements, preparing itinerary for coach company and managerial staff.
- Maintaining filing system for the football and rugby department, including professional and scholarship players' contractual files.
- Completing all football match reports for first team, reserve team and youth teams.
- Liaising with the relevant football team manager and marking referees and assistant referees following every game, writing reports if necessary.
- Maintain and keep up to date all players' private medical insurance scheme, ensuring joiners and leavers are notified in a timely fashion. Liaise with medical department over medical examinations and billing queries.
- Assist with customer charter and customer services when required.
- Meeting all deadlines.
- Daily liaison with ground contractor, to ensure works are completed to keep the first team playing surface at Adams Park and the training ground pitches in optimum condition at all times, including monitoring of undersoil heating to ensure cost effective usage of the system.
- Any other reasonable management request.

## **6. EQUIPMENT**

- Blackberry (personal)
- Scan Fax/ Phone, second direct line
- Direct line

## **7. SYSTEMS / SOFTWARE**

- PC
- Printer

## **8. CORE SKILLS, KNOWLEDGE TRAINING AND EXPERIENCE REQUIRED**

- 5 years' experience in FA and Football Club procedures
- 5 years' experience in FA and Football League procedures
- 3 years experience in PRL procedures and protocols
- Contacts within the various football and rugby Authorities
- Thorough knowledge of rules and regulations of The FA, Football League, PRL and various ad hoc competitions
- Excellent planning and organisational skills
- Creative and innovative in approach
- Ability to communicate at all levels, both written and verbal
- Budget experience in both setting and achieving
- Strong people management skills
- Be respected by senior management and able to report clearly and concisely at board level.