



Job Title: Assistant Club Secretary

Employer: Brighton and Hove Football Club

Salary: Dependent on skills and experience plus relocation package for applicants outside of the Sussex area

Location: American Express Community Stadium, Brighton

Hours: 35 hours per week

Job Type: Permanent

Benefits: Club Pension Scheme, Group Life Protection and much more!

Deadline Day: 25th November 2020

Who are Brighton & Hove Albion Football Club?

Brighton and Hove Albion Football Club are proud to compete in the Premier League and play at home in our spectacular 30,000+ seater American Express Community Stadium. Premier League football is the most watched sports league worldwide, with an annual audience of over 1 billion people, in which we are thrilled for our men's first team to professionally compete. We are equally excited and proud of our women's first team who successfully compete in The FA Women's Super League, the top tier of women's football in England.

The job

The Assistant Club Secretary is responsible for providing high quality and detailed administrative support to the Club Secretary. The job holder will be a valued key contact for numerous football authorities (The FA, The Premier League, English Football League) and will undertake all associated governance duties as per the rules and regulations required. The Assistant Club Secretary will also manage and respond to general enquiries received in the office via post, email, and telephone.

What does the day to day look like for an Assistant Club Secretary?

This is a busy, fast paced, and varied role. Reporting to the Club Secretary, you will be responsible for or support the day-to-day administration for our men's First Team, U23's and Scholarship Players. The job holder will ensure this is completed to the highest standard, with the ability to work confidentially and calmly in a fast-paced environment. Your core hours will be 35 hours per week, with the requirement of attending all men's First Team home games, so our ideal candidate must be flexible and committed to work outside of normal hours to meet the needs of the post.

What can you expect?

It's fast paced. It's non-stop. It's demanding. But it's also exciting and incredibly rewarding. Want to see what it looks like behind the scenes at a Premier League football club? This is your opportunity to be part of our hardworking Football Administration team who work tirelessly to go the extra mile for our Club, colleagues, players, and fans alike. In this post you will get the opportunity to work with the best of the best, from our Football Administration team, Men and Women's First Team, Recruitment & Analysis team as well as external governing football bodies. Off the pitch, the Club is building a platform for long-term success enabling us to retain the privilege of playing world class football in the Premier League and we are looking for an experienced Assistant Club Secretary to help play a part in this.

What we need

Our ideal applicant will have a proven experience of working in a football administration role at a professional football Club. It is essential that the job holder has proven up to date knowledge of Premier League or English Football League, the FA, UEFA and FIFA regulations. The job holder must also be able to work at pace, remain calm when under pressure and deliver to strict deadlines.



Our values

Values play a pivotal role in the success of the Club. Our values are not just a list of words we expect our people to learn, but a set of filters through which we deliver to each other, our fans, our partners and our sponsors, in fact, with anyone who interacts in anyway with our brand. Each year we hold the TEAM Brighton awards where peer to peer nominations are recorded. Those with the most nominations take away awards for their commitment to the TEAM Brighton value.

Our values are:

- Treat People Well
- Exceed Expectations
- Aim High. Never Give Up
- Act with Integrity
- Make it Special

What is in it for you?

In return for your hard work and commitment to us, you will receive a competitive reward package which will include, but not limited to:

- A flexible working environment
- Free breakfast and lunch (fantastic healthy and tasty food provided by our inhouse chefs)
- Free onsite parking (a train station onsite and accessible bus travel)
- Travel discounts
- Discounts at the Club superstore
- Ice cream (as a treat when it is particularly hot)
- Free tea and coffee
- Health benefits including eye care and health and fitness
- Discounts and benefits for local businesses
- Inclusion in the Club's discretionary bonus scheme

Equality Statement

Brighton and Hove Albion Football Club are proud to be a disability confident employer who are committed to supporting candidates with disabilities throughout our recruitment and selection process. If you require any reasonable adjustments to support your application, please do not hesitate to get in touch with a member of our People and Culture team.

Brighton and Hove Albion Football Club know that we deliver better services when our workforce reflects the full range of backgrounds and experiences. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnership.

Safeguarding Statement

Brighton & Hove Albion Football Club and Albion in the Community are committed to safeguarding and promoting the welfare of children, young people and adults at risk and expect all staff and volunteers to share this commitment.

If this sounds like the ideal role for you, please visit our website (www.brightonandhovealbion.com/club/club/jobs) to apply for this role.