



**BRISTOL ROVERS**  
FOOTBALL CLUB

☎ 0117 909 66 48  
🌐 [bristolrovers.co.uk](http://bristolrovers.co.uk)

- Job Title:** Club Secretary
- Location:** The Quarters Training Ground, Almondsbury and The Memorial Stadium
- Reporting to:** Head of Football Operations
- Hours:** Full Time inc. evenings, weekends and bank holidays when required
- Salary:** Competitive and dependant on experience

Here at Bristol Rovers Football Club, we have an exciting opportunity available for a highly motivated and committed individual to join the organisation as our new Club Secretary. You will be responsible for overseeing and carrying out the football administration duties of the football club.

#### **Main role responsibilities:**

- Responsible for ensuring policies and procedures are implemented in line with all regulatory requirements
- Facilitating the registration and re-engagement of all First Team players in accordance with the regulations
- Constructing player contracts, transfer and loan agreements, liaising with Head of Football Operations, CEO, Player and Intermediary
- Maintain live player information
- Responsible for the club's salary spending controls submission to the EFL (SCMP - Salary Cost Management Protocol)
- Responsible for all regulatory compliance
- Manage the FA disciplinary portal, confirming cautions, dismissals and monitoring accumulated cautions and appeals, ensuring Management and Players are kept up to date
- Responsible for player Right to Work in the UK
- Manage all scout requests
- To manage the scheduling of all First Team competitive and non-competitive fixtures, as well as the arrangement of match officials for all First Team and home fixtures
- Complete relevant pre and post-match documentation including submission of team colours, team sheets and gate statements
- Oversee First Team payroll, including bonuses, fines, other payments and the recording of effective contract changes and triggers
- Co-ordinate and manage away travel for the first team and manage all aspects of football operational, logistics and player liaison.
- Management of the transfer database ensuring all payments are made and received when activated, as well as loan player bonuses and deductions for billing
- Attendance at all first team home matches and liaison with away clubs for home and away matches
- Manage cup competition process including entry, fixture arranging, financial submissions and compliance of all rules of those competitions
- Provide Football Executive support to the Chief Executive and First Team Management where required
- Support the coordination of the day-to-day football operations



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## Person Specification

- Experience of Football or other sports administration at a professional level
- Knowledge of domestic and international football regulations
- Exceptional organisation and planning skills to meet conflicting deadlines and respond to changing circumstances
- High level of attention to detail
- Excellent problem-solving skills
- A strong communicator with the ability to convey information accurately, clearly, simply
- Builds strong working relationship internally and externally
- A self-starter, highly motivated
- Meet deadlines and work well under pressure
- Financial literacy
- Demonstrates professionalism, confidence and the highest level of discretion
- Confident, reliable and assertive when required to be

**You will require a full, valid UK driving licence and access to a suitable vehicle.**

## What you need to do now

If you're interested in this role, please email our Head of HR; [Louisesmith@bristolrovers.co.uk](mailto:Louisesmith@bristolrovers.co.uk) with your latest CV and a covering letter explaining why you would be the ideal candidate for the role.