



VACANCY – ASSISTANT CLUB SECRETARY

Luton Town Football Club is seeking to appoint a full-time Assistant Club Secretary to join its football administration department. The post holder will work with the Club Secretary across football administration and player support matters and ensure compliance with all governing body regulations and legislation. In addition he/she will provide general administrative support to the executive staff (Chief Executive, General Operations Manager, Finance Director and HR Manager). The role will also require flexibility to attend home matches.

The successful candidate will preferably be educated to degree-level and be able to demonstrate understanding and experience of professional football administration.

Job Title	Assistant Club Secretary
Location	Kenilworth Stadium, Luton
Contract	Full-time, permanent
Remuneration	Competitive
How to Apply	To apply for this exciting opportunity, please review the job description and submit a CV and cover letter (including salary expectations) to Chris Clark, Club Secretary, at chris.clark@lutontown.co.uk . Applications will close at 5.00pm on Friday 13 th September
Interview Dates	The shortlisted applicants will be invited to a formal interview to take place in week commencing Monday 23 rd September

Safeguarding Statement

Luton Town FC is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared. Relevant information and / or documents will be distributed as part of the recruitment process.

Equality Statement

Luton Town FC is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity.

Living Wage Foundation

Luton Town FC was the first professional football club in England to be fully accredited by the Real Living Wage Foundation (www.livingwage.org.uk).