**LEAGUE SECRETARY**

**Applications are invited for this very important post. Experience in football/sport administration at a senior level is desirable. This is a key post coordinating the work of this Step 7 League that covers Devon geographical area with 32 member clubs and 2 Divisions, covering North, East, South & West Areas.**

Duties include:

* Day to day administration of the League
* Acting as Secretary to the League Management Committee and its Sub-Committees
* Ensuring compliance with League & FA Rules and Directives
* Supporting member clubs with their development
* Ensuring close liaison with League Chairman, Officers & Committee members.

Applicants must have good oral and written communication skills, an eye for detail, good organisational skills and be proficient in the use of computer applications, including Word and Excel. Knowledge of the Football Association’s Whole Game System & Full-Time would be of advantage.

The post is voluntary, but there is a financial offer available to the successful candidate at the conclusion of each Season.

Please contact David Richardson, current League Secretary for further details and a discussion about the post. Closing date for Applications 14th March 2022.

07962457444

davidrich43@hotmail.com

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**DEVON FOOTBALL LEAGUE SECRETARY**

The League wishes to appoint a suitably experienced person to be its’ League Secretary to replace the current postholder at the next Annual General Meeting in June 2022.

The main functions of the post include, but are not limited to, the following key areas of responsibility.

1. To manage all matters relating to the League’s partnership with The FA and County FAs including sanctioning, League Development Plan, the National League system, and other business as required. Submit Ground grading documents to applicant Clubs following Inspections carried out by the League’s Ground Grading Officer.
2. To ensure the League is compliant with FA Rules and Regulations and draft the League’s Constitution.
3. To advise the Officers, Committees and member Clubs on the Leagues Rules and FA Regulations
4. To ensure that member clubs are affiliated to Devon County FA each Season and then produce, if required, the League’s ‘D’ Form to DCFA
5. Produce documents as required for the Annual General Meeting, League Management Committee and any Sub-Committees in timescales required.
6. Deal with day to day and issue general correspondence in conjunction, if appropriate, with League Officers.
7. Support and assist member Clubs with their development and encourage promotion to the South West Peninsula League.
8. Arrange Management Board and Committee meetings as required including Commissions and Personal Hearings.
9. Ensure close liaison with the League Chairman, Officers and Committee members to co-ordinate activities such as production of the League E-Handbook, announcements, social media etc.
10. Other duties commensurate with the post.

Key Skills

1. Computer literate including Word, and Excel and management systems as provided for League use by The FA (Full-Time, Whole Game System)
2. Organised with excellent attention to detail.
3. Good oral and written communications

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**GENERAL INFORMATION**

The Devon Football League, sanctioned by the Devon County Football Association (DCFA), was formed in 2019. The League comprises of Four Areas Clubs affiliated to Devon County FA. Provision has been made in the Rules to accept Clubs who are close to the County Boundary.

The League Rules has provision for Two Divisions of 16 Teams at Step 7 of the FA’s Pyramid structure – Currently, the League is running with 13 Teams (in South & West Division) and 12 Teams (North & East Division). At the time of writing there is sufficient interest from Area Clubs to fill the League for the forthcoming Season.

The current League Secretary David Richardson, has decided to step down from the role so there is a need to appoint his successor from June 2022 Annual General Meeting. The role has two distinct responsibilities. Firstly, the League Secretary co-ordinates the administration of the League with a panel of Officers, each with their own area of work. Secondly, he or she will be the liaison between the League and the DCFA and its membership of the National League System.

Due to the impact of the Coronavirus (Covid 19), the Football Association decided to declare the 2019-2020 season as null and void plus we have lost 6 Clubs since the start of the current Season, mainly due to the effect of COVID on players. There has been no relegation but two Clubs progressed to the South West Peninsula League (Step 6) in Season 2021-22. Therefore, it is anticipated that season 2022-2023 will hopefully, start with at least the same teams in the same divisions but could have more teams from the current crop of Applicants.

The person appointed will be an experienced football/sports administrator, either with a league or a club. In addition, the successful postholder should have knowledge of the Football Association’s Standard Code of Rules, regulations and the policies and requirements of the National League System. The full range of duties and key skills required is shown on the Job Description above.

Whilst the post is of a voluntary nature, honorarium is normally paid at the conclusion of each Season. Additionally, the person appointed will be provided with a League laptop or PC, mobile phone and paid any expenses incurred in performing his/her duties. Persons interested in this position are invited to contact the current League Secretary, David Richardson 07962457444 (Email: davidrich43@hotmail.com) to discuss the role and any aspects that is not covered by this advertisement.

February 2022