



FARNBOROUGH FC FIXTURES SECRETARY

We are looking for a new volunteer Fixtures Secretary to uphold the professionalism we are proud to hold at Farnborough FC. This job is focused on communication within all areas of the club regarding not only fixture scheduling, but the diverse needs of match day (home and away) attendance. Including Cup, League and Pre-Season Friendlies.

JOB DESCRIPTION

The volunteer Fixtures Secretary is the first port of call for clubs when arranging fixtures and the role entails a huge variety of requests to ensure a smooth matchday, not only at home, but when visiting clubs. The person appointed would be expected to give up several hours of their week to liaise amongst Farnborough officials, match officials and away teams with regards to the matchday experience.

RESPONSIBLE TO: FARNBOROUGH FC BOARD OF DIRECTORS

ESSENTIAL TO THE ROLE:

Communication skills
Professional manner
Conscientious
Can work within a team
Be assertive
Be approachable
Organisation skills
Computer literate with access to a computer/internet
2/3 hours a week to spare
Farnborough Supporter

DESIRABLE TO THE ROLE:

Experience as a Fixture Secretary
To be committed for a minimum of 3 years
Further Experience/Knowledge in Non-League

All enquiries to be sent to ffcfixturesec@gmail.com