

Job Vacancy: Club Secretary

Location: Rodney Parade Stadium, Newport

Club: Newport County AFC (EFL League Two)

Contract Type: Full-Time, including home fixtures

Salary: Competitive, based on experience

Closing Date: 11.7.25

We are seeking an experienced, organised, and highly motivated **Club Secretary** to join our team and play a key role in the smooth running of our club operations.

Role Overview:

The Club Secretary is responsible for ensuring the club complies with all relevant football regulations and administrative requirements. This is a pivotal role within the organisation, acting as a key liaison between the club and the EFL, The FA, FAW, Fifa and other football governing bodies.

Key Responsibilities:

- Ensure full compliance with EFL, FA, FAW, Fifa and other relevant rules and regulations.
- Manage all administrative aspects of player registrations, contracts, disciplinary procedures, suspensions, cautions, fines etc.
- Coordinate matchday operations and ensure proper documentation is submitted pre- and post-match.
- Coordinate scout requests
- Maintain accurate records of players, staff, and contractual details.
- Liaise with first-team management, academy staff, and football authorities on all football administration matters.
- Support the preparation of meetings (e.g., board meetings, disciplinary hearings) and maintain minutes and records as required.
- Lead on fixture scheduling, including liaison with opposition clubs, match officials, competition organisers and stadium operational staff.
- Oversee international clearance processes for players and staff, where required.
- Manage travel and hotel requirements for away fixtures.
- Manage the club's player medical scheme.
- To liaise with and support the club's Academy secretary and administration.
- Flexibility to assist with other office administration duties.
- Flexibility with working hours required to meet demands of the role.

Essential Requirements:

- Proven experience in football administration, preferably within the professional game as a Club Secretary or Assistant Secretary within an EFL or senior club.
- Deep understanding of EFL and FA rules and regulations, including Fifa's Portal and TMS system.
- Legal or contractual knowledge relevant to football operations.
- Excellent attention to detail and a proactive, organised approach to work.

- Strong interpersonal and communication skills.
- Ability to work flexibly, including evenings, weekends, and matchdays.
- High level of confidentiality and professionalism.
- A full, valid UK driving licence.

What We Offer:

- A dynamic working environment in professional football.
- Opportunity to contribute to the growth and success of a proud football club.

How to Apply:

Please send your CV and a covering letter outlining your suitability for the role to j.wilsher@newport-county.co.uk by 11.7.25. Only successful candidates will be contacted for interview.

Equal Opportunities: Newport County AFC is an equal opportunities employer. All applicants for employment will be regarded equally and will be given equal opportunities irrespective of race, colour, nationality, religion, sex, sexual orientation, marital status, age, disability, or ethnic origin.

We are committed to promoting a diverse and inclusive community where we can all be ourselves. We will support staff from different backgrounds to create the best environment for us all to prosper together.

Safeguarding Statement

Newport County AFC is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. Relevant information / documents will be distributed as part of the recruitment process.