



## Bridgend and Port Talbot League Fixture Secretary

<p>The League Fixture Secretary is a key role, ensuring all junior and mini football games are played throughout the year.</p>	
<p><b>Who will you be responsible to?</b></p>	<p>Management Committee of the Bridgend and Port Talbot League</p>
<p><b>Ideally, you'll need to be:</b></p>	<ul style="list-style-type: none"> <li>• Well organised and efficient</li> <li>• Experienced in computer and administration skills</li> <li>• A good communicator, both verbal and written skills</li> <li>• Good listening skills</li> <li>• Knowledge of Welsh football is desirable but a willingness to learn is more important</li> </ul>
<p><b>What you will do:</b></p>	<ul style="list-style-type: none"> <li>• Ensure fixtures and results are arranged and completed throughout the season.</li> <li>• Contact teams and clubs to rearrange and postponed fixtures throughout the season.</li> <li>• Be the main point of contact for club secretaries within the league</li> <li>• Attend Area Association and league meetings as required</li> <li>• Organise and book match facilities for the season where necessary</li> </ul>
<p><b>How much time will it take?</b></p>	<p>Approximately 4-8 hours each week. This will generally be required at times that suit you apart from attendance at meetings or other events.</p>
<p><b>What you'll get out of it:</b></p>	<ul style="list-style-type: none"> <li>• Sense of self achievement, fulfilment and giving back</li> <li>• A key role within your community</li> <li>• Meeting lots of people from different backgrounds</li> <li>• A chance to develop skills</li> <li>• Potential career development / improved employability</li> </ul>
<p><b>For further information, contact:</b></p>	<p><a href="mailto:secretary@southwalesfa.co.uk">secretary@southwalesfa.co.uk</a></p>