



## Bridgend and Port Talbot League Secretary

The League Secretary is a pivotal role. It is the central point of league administration, handling all correspondence between clubs and the South Wales Football Association. It is a high-profile role that has a major impact on the efficient and effective management of the league.

<b>Who will you be responsible to?</b>	Management Committee of the Bridgend and Port Talbot League
<b>Ideally, you'll need to be:</b>	<ul style="list-style-type: none"> <li>• Well organised and efficient</li> <li>• Experienced in computer and administration skills</li> <li>• Able to maintain confidentiality</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>
<b>What you will do:</b>	<ul style="list-style-type: none"> <li>• Be the 'principal administrator' for the league, dealing with all league correspondence, distributing the relevant information to the right people in a timely manner</li> <li>• Prepare and distribute the meeting agenda and minutes to all necessary</li> <li>• Carry out, or delegate, all of the administrative duties; enabling the league to run smoothly</li> <li>• Work alongside the relevant people to see that all affiliation/registration documents are accurate, recorded and are paid on time</li> <li>• Attend Area Association and league meetings as required</li> <li>• Organise and book match facilities and for the season where necessary</li> <li>• Organise and attend the league AGM and other league meetings</li> </ul>
<b>How much time will it take?</b>	<p>Approximately 4-8 hours each week there will be times of the year when this will increase and others where it will decrease.</p> <p>This will generally be required at times that suit you apart from attendance at meetings or other events</p>



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<b>What you'll get out of it:</b>	<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>
<b>For further information, contact:</b>	secretary@southwalesfa.co.uk