



The Albion Foundation

Job Description — Foundation Club Secretary

Grade	Grade 2	Starting Salary	£27,500	Band: £27,500 - £28,999
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Foundation Club Secretary role support the effective running of TAF's facilities, kit, vehicles and operational infrastructure, ensuring delivery staff can focus on participants. This template applies to all operational support roles at Coach level.

Section 1 — Role Identity

Job Title	Foundation Club Secretary	Grade	2
Reporting To	Head of Football Development	Department / Programme Area	Football For All
Location / Sites	Ray Hall Lane	Contract Type	1 Year Fixed-Term
Hours per Week	14 hours	Date of Last Review	N/A (new role)

Section 2 — Role Purpose

The Foundation Club Secretary is responsible for providing high-quality administrative and operational support to the Foundation Pathway Teams, ensuring the programmes operate efficiently, compliantly and in line with relevant regulations.

The role acts as a central point of coordination between the female and male pathways including the disability pathway, supporting effective decision-making, maintaining statutory and organisational records and ensuring strong governance standards across all areas of the departments work.

Section 3 — Key Responsibilities

1.	Co-ordinates the planning, scheduling and delivery of all pathway teams within the Football For All department, ensuring provision is consistent, high-quality and compliant, meeting agreed internal and external requirements.
2.	Manages the logistics of staff / volunteers / sessional coaches within the programme area, providing day-to-day direction and support.
3.	Monitors and reports on programme attendance, outcomes and impact to agreed standards, contributing to high-quality quality reviews.
4.	Manages the full logistics and communication of training and match days, including officials, venues, leagues and opposition, within agreed parameters, reporting to the line manager on a regular basis.
5.	Builds and maintains relationships with stakeholders relevant to the programme area, as the main point of contact for staff, players and parents/guardians, representing TAF professionally.
6.	Ensures compliance within administration for all documentation adhering to FA License, audit standards and league requirements.
7.	Contributes to the review, development and continuous improvement of programme content, reporting insight and learning to the line manager.
8.	Assist the Head of Football in managing the budget.

All Albion Foundation Staff — Generic Responsibilities

- Promote a positive and professional image at all times, including appearance and punctuality.
- Have an understanding of The Albion Foundation's departments and projects and encourage additional participation.
- Attend performance reviews, staff meetings and training as requested.
- Any other duties deemed appropriate by line manager or equivalent. Where additional duties become a permanent and significant feature of the role, a job description review should be requested.
- Demonstrate and uphold TAF's values, adhering to the Staff Code of Conduct.
- Conform to TAF's Safeguarding policy, demonstrating a commitment to safeguarding and the welfare of all young people and vulnerable adults.
- Conform to TAF's Equality and Diversity policy and champion improvements.
- Attend and participate in INSET/training days and continually commit to building personal Continual Professional Development.

Section 4 — Scope and Accountability

4a — Line Management Responsibility

Operations Coach roles do not carry formal line management responsibility.

Informal mentoring responsibility (if applicable)	0
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4b — Budget Accountability

Operations Coach roles do not typically hold budget accountability but may be responsible for managing small operational budgets for consumables, maintenance or supplies.

Budget / expenditure accountability (if applicable, with approximate value)	N/A
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4c — Programme and Audience Reach

Programme(s) delivered	MJPL Post 16 Football Development programmes Girls Games Programme Girls Emerging Talent Centre
Sites / locations	Ray Hall Lane or offsite
Audience types	Players aged 8 – 18 years old (including parents/guardians)
Specialist area / expertise	Sports administration and logistics

Section 5 — Person Specification

Area	Essential	Desirable
Qualifications & Licences	Enhanced DBS Safeguarding Level 1 minimum Emergency First Aid Prevent GDPR	Management or leadership qualification
Experience	Proven experience in sports administration	Experience working across multiple programme areas
Knowledge	In-depth knowledge of Whole Games System Strong understanding of safeguarding and child protection	Understanding of TAF's strategic objectives and programme portfolio
Skills	Strong communication and relationship-building Organised and reliable with excellent time management	Experience of contributing to programme design or evaluation
Personal Attributes	Lives by TAF values — a visible role model to colleagues and participants Committed to equality, diversity and inclusion Enthusiastic about professional development — their own and others'	

Section 6 — TAF Values

All TAF staff are expected to demonstrate the four organisational values in their day-to-day work.

TAF Value	Observable Behaviours — universal across all grades and roles
Show Integrity "Do the right thing"	<ul style="list-style-type: none">• Always tries to do the right thing by others and the organisation• Can be relied upon to do their best work when not supervised• Transparent and honest — does not cover up mistakes
Go Above and Beyond "Get it done"	<ul style="list-style-type: none">• Has a can-do attitude; does not wait to be asked• Will do what it takes to get the job done• Goes the extra mile consistently, not just occasionally
Find a Better Way "Find solutions"	<ul style="list-style-type: none">• Has a growth mindset — open to change and new approaches• Invests in their own learning and CPD proactively• Brings solutions rather than just problems
Inspire to Achieve "Make things better"	<ul style="list-style-type: none">• Brings energy to the organisation on a daily basis• Finds the spark in others and motivates them to achieve more• Inspires participants, colleagues or community to believe in themselves