

**Role:** Secretary

**Currently held by:** Ross Maryan (Interim)

**Role description:**

* + Official contact between County FA and other County FAs.
	+ Ensure all teams affiliated with ESFA and SEESFA  every year and entered into the appropriate leagues
	+ Ensure effective correspondence and communication
	+ Attend Committee meetings
	+ Seek recognition of good football development work and recognise important role of club volunteers by applying for County FA Community Awards
	+ Affiliations information sent to schools and collated.
	+ Website updates/ press releases (if applicable)
	+ Any other role as discussed with Executive Committee
	+ Completion of monitoring forms/surveys when needed
	+ Entry & participation into local & regional competitions, tournaments & leagues.
	+ Working to a high legal & ethical standard at all times, particularly in relation to issues such as child safeguarding and health & safety requirements.
	+ Communicate effectively with children & their parents/ guardians when required.

 **The successful applicants will need;**

**Desirable;**

QTS or teaching certification

Degree in sports coaching/development or Education

Coaching Qualification

Experience of Coaching Football

Experience of Sussex Schools FA competitions

Please send an electronic copy of your CV along with a cover letter detailing why you feel you would fit this role.

Expressions of interest must include ‘Secretary' in the email subject line to Chairman Ross Maryan via email uccrmaryan@uctc.org.uk