



Club Secretary

Are you passionate about Ashington AFC and making an impact in our community. The Club Secretary is a central role within the club for the ongoing day to day operational running of the club.

Role Overview

The Club Secretary is responsible for the day-to-day administration of the club. They are the club's main point of contact for communication, information, and administration.

Key Responsibilities

- Handle incoming and outgoing correspondence, including informing members of meetings.
- Main point of contact for governing bodies i.e. The FA, The Northern Premier League, The Northumberland FA etc.
- Attendance as a club representative at various meetings throughout the year

Desired Skill

- **Communication:** Have excellent communication skills
- **Organisation:** Be organised and have an eye for detail
- **IT:** Be IT-savvy
- **Prioritisation:** Be able to prioritise tasks and work under pressure
- **Relationship building:** Have an aptitude for building relationships

Why join us?

- Be part of a dedicated team passionate about football and community development.
- Contribute to the sustainability and success of our club.
- Gain valuable experience in sports administration.

To express and interest please email nicola.sanders@ashingtonafc.com no later than 5pm Friday 21st February 2025.