



JOB DESCRIPTION

JOB TITLE:	FOOTBALL SECRETARY
DEPARTMENT:	PROFESSIONAL
REPORTS TO:	DIRECTOR OF FOOTBALL OPERATIONS & ADMINISTRATION
DIRECT REPORTS:	NONE
LOCATION:	COMPTON
HOURS:	37.5 HOURS
DATE:	AUGUST 2025

We are Wolves. Progressive, determined, bright, unified and humble. A pack that is hungry for success. Wolves is one of the fastest growing professional football clubs in the UK, and also boasts one of the richest histories in the beautiful game.

Formed in 1877, Wolves was a founder member of the Football League, and was one of the country's most successful sides in the fifties and sixties. During a two decade spell the Black Country's most decorated side won three First Division titles and one of its four FA Cups.

Fast forward 70 years and Wolves are back amongst football's elite. In the past seven years we have celebrated promotion to the Premier League, back-to-back 7th placed finishes and a Europa League quarter-final campaign. Now, we will be competing in the Premier League for an eighth successive season.

But this post is not about what we have done, but what we will achieve next.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all colleagues and volunteers to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk

Job purpose

This key role will be responsible for overseeing football administration matters at the Club, ensuring compliance with football governing body rules at all times. Duties will include the management of player registration processes through iFAS and FIFA TMS monitoring approvals, registrations and conditions applied by governing bodies; maintaining accurate player registration records to monitor eligibility and squad status; immigration arrangements; liaising with the Academy on all aspects of football administration; providing support to the Women's Team when needed; and assisting the Director of Football Operations and Administration on a whole host of various tasks and projects across the first team training centre, as and when required.

Key responsibilities

Player Registrations & Governance



- Day to day management of football administration including a link into Academy administration.
- Provide assistance/advice to the Board on regulations governing player registrations and competition rules.
- Support the negotiation and completion of contracts and agreements relating to the transfer, loan and registration of professional players and scholars, plus Football Agent contracts.
- Overall responsibility for player eligibility, squad list registrations, disciplinary matters and squad number submissions.
- Coordinate player/Manager disciplinary hearings and First Team fines, suspensions and appeals processes.
- Sign off on monthly player payroll including contingent bonuses, disciplinary fees and deductions.
- Liaise with relevant football associations with regard to international call-ups.
- Act as the Authorising Officer responsible for Governing Body Endorsements and Certificates of Sponsorship in respect of player work permit applications.
- Primary user for the FIFA TMS System.
- Overall responsibility for the Club's compliance with rules and regulations relating to the registration of young players.
- Regular liaison with and oversight of Academy Administration in relation to duties for Academy players.
- Providing administration support to the Women's team including providing advice on rules and regulation as well as the preparation of contracts as and when required.

Competition & Fixture Administration

- Act as the main contact for all football governing bodies to ensure compliance with rules and regulations for all First Team competitions and the main contact for other Premier/Football League/European clubs with regard to First Team football matters.
- Oversee First Team fixture arrangements including liaison with competition authorities, visiting teams and Match Officials.
- Oversee fixture arrangements for First Team tours and friendly matches.
- Overall responsibility for protocol matters for domestic matches, tours and, if applicable, UEFA competitions.
- Work with the Executive Assistant to the Chairman and Director of Football Operations and Administration to coordinate arrangements of tickets for Directors and Club officials for First Team home and away matches.

Other

- Collate documentation for the Club's UEFA Licence application in liaison with other departments as necessary.
- Attend external football administration meetings and conferences as appropriate.
- Attend regular Management/Heads of Department meetings.
- Attendance at home and away fixtures as and when required.



General responsibilities

- Compliance with Club policies
- Compliance with the Club's health and safety procedures
- Compliance with the Club's safeguarding policies
- To promote the Club's values of progressive, humble, determined, bright and unified
- To work consistently to embed equality & diversity into the Club
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times

Safeguarding

This role carries a specific safeguarding responsibility. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people, and adults at risk.

Key relationships

Director of Football Operations & Administration

Director of Professional Football

Executive Chairman's Office

Board of Directors

General Counsel

All Heads of Department

Football Working Group

Scope of job

Oversight of all Football Administration & Governance for Professional Players and Scholars, Matchday and Fixture Management and providing cross-department and team support.



PERSON SPECIFICATION

Job Title: Football Secretary

Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

Essential

- Knowledge of Governing Body Rules (PL, EFL, UEFA AND FIFA)
- Knowledge & experience of contracts and legal documentation

Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc

Essential

- Computer literate with experience of working with Microsoft Office or similar

General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc

Essential

- Understanding of how to work safely with children and/or vulnerable adults and uphold generally accepted practice when working with those participants.
- Promote, adhere to and implement the Club's Equality Policy and to work consistently to embed equality and diversity within Club.
- Strong communication skills, developing relationships across the club
- Competent and personable with impeccable time management and organisational skills
- Understanding of the importance of confidentiality and integrity at all times
- Detailed focussed
- Completing work to a high standard and taking accountability
- Creative thinking skills and the ability to solve problems
- Flexible approach to working hours

Experience: proven record of experience in a particular field, profession or specialism.

Essential

- Proven track record in Football and experience of working within a football administration or legal department at Club or governing body level.

Qualifications: the level of educational, professional and/or occupational training required

Essential

- Post-holder must hold or obtain at the earliest opportunity the relevant safeguarding training (i.e. FA Safeguarding Children Workshop)
- This position is subject to a satisfactory DBS check. The successful candidate must have a clear and appropriate DBS certificate in place prior to commencing employment, in line with our safeguarding obligations.