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**Bath City Football Club Role Description**

Last updated: May 2025 (next update due May 2026)

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| **Job Title** | Women’s Football Administrator / Secretary |
| **Reporting to** | Director of Women’s Football |
| **Employment type** | Volunteer |
| **Salary** | N\A |
| **Location** | Remote / Bath City FC, Twerton Park, Bath, BA2 1DB |

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| About the club | Bath City FC is a football club based in Bath, Somerset.  The club was founded in 1889 and moved to Twerton Park in 1932. In 2017 it became community owned, with a closely held 75% shareholder group.  The men’s team is semi-professional and currently competes in the National League South. A women’s football programme was established in 2022 and there are currently two teams - the 1st Team compete in Tier 6 and the development team in Tier 7.  We want to achieve success on and off the pitch, as an authentic and progressive Club, which is influenced by the community and mostly run by a dedicated team of volunteers.  We aim to be successful, professional and efficient and to achieve long-term financial sustainability, whilst being open, inclusive, considerate and diverse.  We aspire to bring people together by hosting exciting, entertaining football matches, played with a good spirit, and in a great atmosphere. We plan to organise other events to contribute to the wider community, so that Twerton Park becomes a hub for activities, organisations and services for people of the surrounding area.  We intend to be an integral part of city life, not only in Twerton, but for the whole of Bath, owned by hundreds of supporters, and followed by many more. We are truly the people’s club. |
| About the role | The role would suit a confident, self- disciplined and organised person, preferably with an interest in women’s football. It provides a perfect introduction to the FA’s requirements for football administration.  The main purpose and deliverables of the role are to support the Director of Women’s Football in the running of the women’s teams, from an administrative perspective. |
| Key tasks and responsibilities | * Responsible for monitoring and responding to all emails received into the Bath City Women email account (bathcitywomen@bathcityfootballclub.co.uk). * Managing the player registration process, using the FA Club portal system. * Collating and managing the player database information via Google Docs, including medical, biographical and kit sizing. * Main point of contact for home match logistics – confirming pitch bookings, timings, catering, officials etc. * Responsible for post-match reporting into the League / FA and dealing with any post match-specific issues. * Keeping the fixture list and results spreadsheet up to date and sending information to the BCFC website admin and programme admin. * Ensuring all relevant safeguarding procedures are followed and correct documentation is in place. * Organising the end of season awards evening / celebration. |
| Qualities and skills required | **Essential:**   * Educated to GCSE as minimum, ideally in Maths and English * Working knowledge of Microsoft Office software – particularly Word and Excel and also Google docs. * A good communicator with the ability to deal professionally and collaboratively with players and relevant external organisations * Organised with good attention to detail * To adhere to and live to our values statement, which is to achieve:   + A positive, inclusive culture based on teamwork; an open and honest atmosphere; and supportive and welcoming behaviours between our employees, volunteers, supporters, guests and customers.   **Desirable:**   * Experience of being able to work on their own initiative with minimal supervision * Understanding of football, in general. |