JOB VACANCY | CLUB SECRETARY

Coleraine FC are currently looking to recruit a Club Secretary to provide key administrative, governance and financial support at the club.

The role will be focused on operational administration, internal and external governance, financial controls and system procedures.

Interested applicants should write to or email to the Club outlining their suitability for the role in the form of a Cover Letter and submit a copy of their CV. Applications should be submitted prior to 5.00pm on Friday 29th May 2026.

Application Instructions	All applicants should submit a Covering Letter and Curriculum Vitae (CV) in support of their application for the role. **Email applications should be sent to:** By emailing: Jobs@colerainefc.com **Postal applications should be sent to:** Coleraine Football Club The Showgrounds Ballycastle Road Coleraine BT52 2DY
Application Deadline	5.00pm on Friday 29th May 2026
Interview Dates	Interviews will take place by arrangement after the deadline.
Role Start Date	TBC (dependant on situation of successful candidate)
Employment Statement	Coleraine FC is committed to be an equal opportunities provider and welcomes applicants from all members of the community. Should you require assistance with your application please contact the Club in advance of your submission.

Job Description: Club Secretary

Job Title	Club Secretary
Department	Governance – Reports to CEO
Key Contact Internal	Executive Chairman, CEO & 1st Team Manager
Location/Requirements	Based at The Showgrounds with travel to matches and as required to other venues.
Hours/Remuneration	Full time. Due to the nature of the post, evening and weekend work will be required based around the clubs' fixtures. Remuneration commensurate with skills and experience. Salary – Competitive
Job Purpose	To provide key administrative support to the clubs senior management, as well as co-ordinating and managing internal and external governance, providing key finance assistance and procedural support across club functions.
Duties and Responsibilities	• Providing day-to-day administrative support to the senior management team of the football club • Co-ordinate first team operations in line with 1st team coaching staff. • Complete transfer processes of all player movements within the first team – loans in/out, permanent transfers in/out, including the use of FIFA TMS system and following national and international transfer regulations. • Maintain player and staff records to ensure the most accurate and up to date information is accessible. • Management of clubs data in line with GDPR regulations, ensuring that only necessary data is stored and managed. • Support any disciplinary processes nationally and internationally in relation to the club's first team. • Oversee and deliver the clubs licensing submissions to meet the regulations required. • Organisation of fixture logistics for all first team matches including friendlies and cup matches. • Serve as the clubs lead contact both internally and externally. • Oversee the delivery of the club's payroll • Co-ordinate the club's accommodation commitments and maintenance of the club's accommodation register. • Be the club's lead contact for insurance, governance and regulatory matters • Creation and distribution of the clubs invoices • Maintenance of the club's debtors and creditors listings • Inputting of financial data to accounting software • Inputting of payments for the club's weekly payrun.

Person Specification: Club Secretary

Qualifications	Essential	Desirable
Administration or Governance Qualification		✔
Finance Qualification		✔
Valid full (UK) drivers license		✔
Emergency First Aid Certificate		✔
Access NI Check		✔
Skills & Knowledge		
Experience of working within sports administration and governance		✔
Experience of providing administration duties and managing internal and external governance procedures	✔	
Experience of operating within finance procedures – payments, payroll, invoicing, etc.		✔
IT Skills to include the ability to use Microsoft Team (Word, Excel, Powerpoint, Outlook, Teams)	✔	
Good interpersonal skills and comfortable speaking with people	✔	
Strong organisational skills	✔	
Excellent communication & presentation skills	✔	
Strong timekeeping and time management skills	✔	
Attitude/Behaviours		
Take responsibility for ensuring a high quality of work	✔	
A genuine team player who will support and motivate other members of the team	✔	
An adaptive individual who can cope well in high-pressure situations	✔	
A proven ability to multi-task and manage multiple projects	✔	
Personal Qualities		
Hardworking & enthusiastic	✔	
Meticulous attention to detail	✔	
Understands the importance of confidentiality and integrity at all times	✔	
Loyal and committed	✔	
Seeks to learn and develop daily	✔	