



Executive Assistant (9-month FTC):

A fantastic opportunity has arisen at Port Vale Football Club (PVFC) for an Executive Assistant to join our dynamic team based in Stoke-on-Trent.

Working as an Executive Assistant to Club Secretary/CEO, you will be responsible for assisting Club Secretary in all matters relating to football administration and player support for Port Vale Football Club. This is initially a 9-month FTC with the possibility of other employment afterwards.

Due to the nature of this role there will be weekend and sometimes evening work to align with matches.

Role Responsibilities Will Include:

- Assist with all duties in line with EFL, FA, FIFA, and UEFA guidance in relation to football administration and associated duties.
- Support the first team and staff with all reasonable requests.
- Management and oversight of fixture arrangements for all first team games.
- Completion and submission of all post-match documentation including match reports, team sheets, and bonus sheets.
- Administration and budget management of first team travel and accommodation to fixtures, including transportation and hotel bookings.
- Attend and be a key part of home, pre match preparations, for Port Vale fixtures working closely with the Safety Officer, Manager, Visiting Officials and match officials.
- Attendance in the role of assisting senior club official at all scheduled home games.
- Administration for home and away match day, with opposition, officials, board members, board members guests and scouts.
- Liaison and implementation of all changes to EFL rules and regulations communicated out.
- Attend all internal and external meetings as support where required for the Club Secretary/CEO.
- Promote the brand identity and increase Port Vale FC fan base through positive service delivery.
- To work with colleagues throughout Port Vale to extend knowledge and skills in order to identify and develop best practice.
- To competently take minutes and report actions for all meetings where required.

A successful applicant will ideally have:

- Proven track record of delivering multiple priorities during busy periods.
- Ability to understand the football regulations and rules in relation to English football via the FA and EFL is highly desirable.
- Proficient in use of Microsoft Office systems e.g. Office, Excel, Access and PowerPoint or equivalent system.
- Excellent written and verbal communication skills.
- Ability to plan own workload and prioritise.
- Ability and integrity to recognise matters of confidentiality.

To apply for this position please follow the below link:

<https://hr.breathehr.com/v/executive-assistant-22823>