



NTU Sport

Job Advert

Job Title:

Secretary

What is the role?

The Club Secretary is a pivotal role. It is the central point of club administration, handling all club correspondence. It is a high-profile role that has a major impact on the efficient and effective management of the club.

Main Responsibilities

- Principal administrator for the club.
- Prepare and distribute the committee agenda and minutes.
- Carry out the administrative duties of the club (i.e. Competition entries, player registration, booking of fresher's fair).
- Work alongside the treasurer to ensure membership and subscriptions are up to date.
- Work alongside the treasurer to source club sponsorship.
- Organise and attend the committee meetings and Annual General Meeting (AGM)
- Review the club development plan ensuring completion.
- Support the President with regards to managing conflict. Declaring, recording and managing these appropriately.
- Have an understanding of the NTU support and well-being services available to club members and how to signpost members to them **where necessary**.

Links to courses:

Media and
Journalism
Management
Business
Teaching

Students studying these courses have said that undertaking this role has given them a greater understanding of their course and relevant work experience.

What skills do you need to be able to do the role?

Good verbal and non-verbal communication
Minute taking, report writing and constructing e-mails.
Keyboard skills
Effective listening
Information collection and sharing
Well organised

Skills you will develop:

- Improved verbal and non-verbal communication. Learning to communicate with a range of stakeholders.
- How to influence others
- Evaluating situations
- Prioritizing tasks and working on your own initiative
- A chance to develop IT and commercial skills

Training you will receive:

- Secretary training led by NTU Sport
- Mental health first aid

Are there any perks?

- Support from NTU Sport Development Officer / Head of Sport
- Credit towards Acceler8 award
- HEAR recognition
- A key role within NTU Sport
- Committee T-shirt

How to nominate yourself:

You need to be a fully paid member of the NTU Sport Club you are nominated yourself for.

Go to the NTSU website click [here](#)

Youtube clip of how to nominate yourself:

<https://youtu.be/SGKMaPY8R-o>.

Expectations

Attend committee training on 25th or 26th of April