



Job Title: Club Representative

Organisation: Hampshire Premier Football League

Reports to: League Management Committee

Role Overview

To act as a key communication link between member clubs and the Hampshire Premier Football League Committee by proactively gathering, representing, and communicating the views, feedback, concerns, and ideas of clubs across the league.

The postholder will help ensure that clubs feel engaged, listened to, and represented in league decision-making processes, while promoting collaboration, transparency, and positive working relationships throughout the league.

Key Responsibilities

- Act as a primary point of contact between member clubs and the League Committee.
- Regularly engage with clubs to obtain feedback, opinions, and suggestions on league matters, policies, initiatives, and operational issues.
- Represent the collective views of clubs fairly and accurately at committee meetings.
- Encourage open communication and constructive dialogue between clubs and the league.
- Support consultation exercises and surveys on league developments and proposed changes.
- Build positive working relationships with club officials, volunteers, and committee members.
- Identify recurring themes, concerns, or opportunities affecting member clubs and report these to the committee.
- Assist in promoting league initiatives, standards, and good practice across member clubs.
- Attend league committee meetings and, where appropriate, club meetings or league events.
- Maintain confidentiality where sensitive matters are discussed.

- Promote a culture of respect, inclusivity, collaboration, and professionalism throughout the league.

Person Specification

Key Skills and Abilities

- Strong interpersonal and relationship-building skills.
- Excellent communication and listening abilities.
- Collaborative and approachable manner.
- Ability to engage constructively with people from different clubs and backgrounds.
- Organised and able to manage communication effectively.
- Diplomacy, discretion, and professionalism.
- Ability to present balanced and impartial feedback.
- Enthusiastic about grassroots football and league development.

If you are interested in applying for the position please provide brief details of your suitability for the role together with your cv to Tim de Trafford (HPFL Chair) at timdetraff@gmail.com