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**ACADEMY ADMINISTRATOR JOB DESCRIPTION**

**The Purpose:**

Our Academy Administrator will coordinate and lead on all the non-football and logistical aspects of the Academy. It will ensure our Academy is run effectively, promoting a culture of high standards and will support an elite environment for the development of young players. This is a critical role to provide administrative support across our Academy Teams, ensuring full compliance with governing body rules and regulations, including the maintenance of up-to-date databases, records, files and registrations.

 **The Role:**

Manage the registration and administration of all Academy players.

Manage the Academy fixture schedules including correspondence with clubs and distributing relevant fixture information (exchange calendar, fixture lists).

Monitor and manage all discipline in relation to all Academy players and staff.

Manage all Academy procedures and processes to ensure audit compliance, ensuring all paperwork and systems are updated to a high standard.

Manage the meeting schedule, agendas and minutes in line with requirements for all departments.

Check timesheets and expense claim forms ahead of submission.

Liaise with the Safeguarding Manager to ensure full compliance with all safeguarding policies and procedures and the completion of DBS checks throughout the Academy.

Liaise with the Head of Recruitment and Football Secretary to ensure compliance with Club recruitment policies and procedures, including trialists and loans.

Ensure compliance with rules and regulations applicable to young players i.e Youth Development Rules.

Prepare and distribute trip/tour paperwork including forms, travel arrangements, insurance, itineraries, booking and pre-visits.

Oversee scout requests in line with Academy protocol and EFL rules.

Provide administrative support to the Academy.

Act as the point of contact between the Academy and the League for all administrative matters, including the submission of required information.

Keep up to date with regulation changes.

Link in with other key areas such as education, facilities, football administration and safeguarding to ensure the smooth operation of the Academy.

Ensure communication between staff, players and parents to ensure smooth operations and wellbeing.

Responsible to update the CASA online audit portal on a regular basis through staff support to keep the academy compliant.

Responsible for supporting and leading preparation for audits from EFL, PGAAC, Educational Providers, Safeguarding organisations, Health & Safety authorities, and other organisations.

Responsible for liaising with the education providers to support the delivery and operations.

Ensure positive and professional behaviours, role modelling honesty and integrity when working with young players at the Club. This includes being presentable, smart and personable at all times.

Ensure you contribute to providing a safe Academy environment, demonstrating safe working practices and follow safeguarding policies and procedures, reporting concerns when necessary.

**About The Candidate**

Ability to work under pressure to tight deadlines with meticulous attention to detail.

Ability to prioritise competing demands, adapt to changing circumstances and problem solve.

Experience of working with football regulations, arranging fixtures and schedules is ideal.

 Personable with an ability to build individual relationships and work cohesively within a team.

 Extremely organised and methodical approach to work

The postholder will be central and senior part of the Academy Management Team where your work will positively impact our players development. The postholder will work closely with players and playing staff to ensure the department operates effectively and efficiently in supporting match and training activities. Ideally the successful candidate will have experience working in an Academy environment and knowledge of the Elite Player Performance Plan.

 The postholder will be professional and attentive, proactively planning for every eventuality. It is vital that this role works across departments, liaising with key internal and external stakeholders, to ensure smooth operations across the Academy and the wider Club.

The postholder will be responsible for ensuring the highest standards of behaviour are in place at the Academy, ensuring staff and players adhere to safeguarding policies and procedures to create a positive and proactive safeguarding culture which gives players a great Academy experience.

The role requires a high degree of flexibility throughout the week to support our busy training and match schedules, especially due to training and matches potentially changing at short notice.

The post is 30 hours per week

**Salary**

The salary is £28,000 pro rata.