



JOB VACANCY

JOB TITLE Academy Football Secretary
DEPARTMENT Football Operations & Administration

RESPONSIBLE TO Football Operations & Administration Manager

SALARY Competitive

CONTRACT Permanent Full-time, 40 hours a week

WORK FLEXIBILITY The position will involve working irregular hours; evenings, weekends and bank holidays)

THE ROLE

To assist the Football Operations & Administration Manager by providing full administrative support for all player, team and match administration and to assist the Football Operations & Administration Department as required.

RESPONSIBILITIES

Fixtures

- To ensure effective administrative arrangements are in place for the Club to demonstrate compliance with externally applied rules and regulations.
- Act as lead administrator for the U9-U15 age groups including fixture details, transport coordination and parental communication.
- Liaise with the Academy Management Team regarding Academy fixture details.
- Attend U9-U15 home fixtures and act as matchday coordinator.
- To be the point of contact for parents regarding U9-U15 age group queries.

Registrations / Trialists

- Manage registrations for players (U9 to U15) with the appropriate Youth Development forms or as appropriate.
- Assist in the production of the required documentation for TMS international clearance data, undertaken in liaison with the Head of Football Administration and Football Operations and Administration Manager.
- Ensure each trialist entering the Academy structure has been presented with the relevant induction pack before the commencement of their trial period.
- Coordinate the end of season procedure for the Foundation and Youth Development Phases in liaison with the Academy Management Team.



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Administration

- Maintain all player files.
- Act as Superuser on the 'Kitman Labs' system (or equivalent).
- Ensure the system always reflects correct information.
- Make amendments to data when necessary.
- Create accounts for players and staff and update when necessary.
- Provide support to new users.
- Ensure all fixtures are displayed and recorded correctly or are removed.
- Communicate all Academy activities, via email or schedules, with parents in a timely fashion.
- Minute taking as required.

Additional Duties

- Assist the Academy Manager with developing reports in preparation for meetings as required.
- Keep up to date with knowledge of current legislation and policies, communicating key changes to staff as appropriate.
- Any other duties requested by the Head of Football Administration, Football Operations and Administration manager or Academy Manager as and when required.

Self-Development

- Monitor own CPD to ensure knowledge is updated and maintained.

PERSON SPECIFICATION

- Previous experience working within a Football Administration Department is desirable but not essential
- Able to multitask and work collaboratively with multi- disciplines
- Excellent written and verbal communication skills.
- Able to absorb complex information and present to others in an accessible manner
- Interpersonal skills, to work and build relationships with a range of people holding different views
- Organisation skills, to track priorities and work to deadlines
- The ability to work alone, using your initiative, and also in a team
- A keen eye for detail in order to keep accurate records
- A flexible and adaptable approach, in order to respond to shifting priorities and a rapidly evolving environment
- An understanding of confidentiality as you will be managing sensitive information



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CRIMINAL RECORD CHECK REQUIREMENT

This role will require an Enhanced DBS Check.

GENERAL STATEMENT

Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview.

SAFEGUARDING & WELFARE

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and events at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children).

The Company may also conduct online searches of candidates who have been shortlisted as part of its safer recruitment procedures. Appropriate references will be required.

EQUALITY, DIVERSITY & INCLUSION STATEMENT

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role.

We are particularly encouraging applications from women, disabled people and individuals from diverse ethnic communities who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

HOW TO APPLY

Please complete an Application Form, available [HERE](#). If you require the application form in an alternative format, please email jobs@swanseacity.com

The closing date for this vacancy will be **28th May 2024**.