



JOB VACANCY

JOB TITLE**First Team Football Administrator****DEPARTMENT****Football Operations & Administration****RESPONSIBLE TO****Head of Football Administration & Head of Women's Football****SALARY****Competitive****CONTRACT****Permanent Full-time, 40 hours a week****WORK FLEXIBILITY****The position will involve working irregular hours; evenings, weekends and bank holidays****Location****Swansea City AFC Fairwood Training Ground****THE ROLE**

This is a new role which will work day-to-day within the Football Administration Department, providing essential administrative support to both the Men and Women's' First Teams.

RESPONSIBILITIES**Women's Team Specific Tasks**

- Organisation of training and playing facilities, including booking processes and communication to the team.
- Work in conjunction with the Head of Women's' Football regarding Player Contracts
- Manage the Player Registration process.
- Manage FAW Licencing processes.
- Manage travel and accommodation bookings.
- Support all women's teams with kit and equipment ordering.
- To communicate the fixture list to the necessary individuals.

Men's Team Specific Tasks

- To support the Head of Football Administration with day-day tasks
- To assist with travel booking, including transport
- To assist with and coordinate recruitment processes and related administration



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General Tasks

- To be the first point of contact at the Fairwood Site for external visitors (agents/doping control officers etc)
- To provide administrative support to the Sporting Director, as and when required
- General file management and organisation (filing, photocopying, shredding)
- Ensure player personal details are up to date (home address, contact information etc).
- Minute taking 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, Head of Women's' Football or Sporting Director as and when required.

PERSON SPECIFICATION

- Previous experience within a football administrative role 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 **Wednesday 5th June 2024**.