



JOB DESCRIPTION – ACADEMY ADMINISTRATOR (MATERNITY COVER)

- 1. JOB TITLE** Academy Administrator
- Responsible to: Academy & Player Development Manager
- Responsible for: n/a

2. MAIN PURPOSE

To support the Academy & Player Development Manager and work closely across all Academy departments for the efficient and successful operation of the Academy.

To be responsible for the organisation, planning and delivery of all operational, administrative and logistical support within the Club's Academy, and for ensuring effective communication and working practices between the Academy and the Football Operations team.

3. RESPONSIBILITIES

3.1 Specific Responsibilities

Lead all processes in relation to administrative, registration and regulatory requirements with the football governing bodies, and to liaise closely with the Club Secretary and Assistance Club Secretary to ensure that all governance issues are satisfied.

Assist the Academy & Player Development Manager with all aspects of Elite Player Performance Plan (EPPP) and governing body audits and visits.

Oversee the effective arrangement of all fixtures for all Academy teams and to ensure that our liaison with opposition clubs (in relation to logistical details including, but not limited to, venue arrangements, kick-off times, formats, travel requirements, accommodation, kit, administration and equipment) is efficient and professionally handled.

Ensure that the process of paying match officials for all Academy fixtures is efficient and effective.

Oversee the management of all logistical/operational issues affecting the Academy, including but not limited to, catering arrangements, kit provision and organisation, facility preparedness and access, provision of equipment, parking and pitch bookings.

Liaise with the Academy Match Day Coordinator regarding all Academy fixtures.

Be responsible for overseeing the administration of all tours (UK & overseas) undertaken by all Academy age groups.

Liaise closely with the Academy Head of Recruitment, the Club Secretary, and the Academy & Player Development Manager in respect of all matters relating to the recruitment, registration and release of Academy players, ensuring that all Club and governing body guidelines and regulations are adhered to.

Undertake due diligence on potential and target Academy players.

Register all triallists with the governing bodies and in accordance with Club and Academy procedures.

Ensure all Academy players are registered correctly and promptly with the governing bodies and in accordance with Club and Academy procedures.

Ensure that all released Academy players are deregistered correctly and promptly with the governing bodies and in accordance with Club and Academy procedures.

Develop and maintain all databases and filing systems in accordance with legislation and Club policies.

Liaise closely with the Academy Head of Education and Welfare for all administrative and logistical arrangements required to deliver a comprehensive Education and Welfare programme.

Manage the distribution of the Academy Annual Calendar, Monthly Planner and Academy Newsletter to all staff and stakeholders.

In conjunction with the Academy & Player Development Manager, plan all aspects for the recruitment of new Academy staff members.

Agree (with the Academy & Player Development Manager and Financial Controller) and implement effective financial processes relating to budgetary control, purchase orders and invoices and other Academy financial transactions.

Present to the Academy & Player Development Manager all time sheets and expense forms from all Academy Staff member, in accordance with the Club's policies.

Act as the "super user" on the Performance Management Application (PMA) and be the primary liaison between the Academy and PMA staff.

Ensure all relevant information is displayed on the PMA as directed by the Academy & Player Development Manager or Academy Head of Coaching & Professional Player Development.

Be a member of the Academy Management Team (AMT) and attend AMT meetings as directed by the Academy & Player Development Manager.

Record all AMT meeting minutes and distribute to all AMT staff effectively.

Develop an effective & efficient working programme of communication to internal & external partners.

3.2 Health & Safety

Lead by example being diligent and observant at all times.

Ensure safety and risks are considered at all times.

4. QUALIFICATIONS

4.1 Essentials

- a) Knowledge of the EPPP
- b) Understanding of Academy categorisation audits
- c) Valid enhanced CRC check – the Club will support the attainment of this

4.2 Desirables

- a) Undergraduate degree
- b) Certificate in Professional Sports Management and Administration (CPSMA)
- c) Valid FA Safeguarding Children certificate – the Club will support the attainment of this
- d) Valid FA Basic First Aid for Sport (BFAS) certificate
- e) MiDAS Minibus Licence

5. PERSON SPECIFICATION

Highly organised, pragmatic and hold the ability to work to tight deadlines.

Strong IT and administrative skills with the ability to use e-mail and Microsoft Office and preferably with experience of the PMA and audit tool.

Excellent verbal and written communication skills to clearly and efficiently communicate with players, parents, staff and external stakeholders.

Preferably with experience as a sports administrator and able to demonstrate an understanding of domestic and international governing body regulations.

High standard of accuracy and efficiency in performing their duties.

Flexible to manage and adapt to a varied workload and the demands of the role and staff, whilst working under pressure.

Able to enhance relationships with players, parents, employees, clubs, governing bodies and other football stakeholders.

Professional and discreet at all times.

Dedicated to self-improvement and continuous professional development.

Willing to follow and promote the philosophy of the Club.

6. SAFEGUARDING STATEMENT

Safeguarding Statement

Luton Town FC is committed to safeguarding the welfare of children and young people and expects all employees and volunteers to endorse this commitment. This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared. Relevant information and / or documents will be distributed as part of the recruitment process.

7. EQUALITY STATEMENT

The employee must at all time carry out their duties with due regard to Luton Town FC policies and procedures.

The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

The employee must contribute to encouraging equality and respecting diversity by embedding such values in the workplace and challenging inappropriate behaviour and processes.