

9-19 Youth Academy Administrator & Club Welfare Officer

Job Description



WOMEN

Job Title	9-19 Youth Academy Administrator and Club Welfare Officer
Salary	£18,000 fte (£14,400 p.a.)
Office Location	Stoke Gifford Stadium, South Gloucestershire and Stroud College- WISE Campus
Contractual Status	Part-time, 30 hours per week (0.8fte). 2 years fixed term contract. This role will involve evening and weekend work and will broadly be the following hours: Monday: 1400-2030 Tuesday: 1400-2030 Wednesday: 1400-2030 Thursday: 1400-2030 Friday: OFF Saturday: 4 hours for matchday Sunday: OFF
Reporting To	Bristol City Women's Football Club General Manager Bristol City Women's Football Club Youth Academy Technical Director
Role Summary	Provide the administrative support for all the Youth Academy age groups (U10, U12, U14, U16 and Academy team) and work with the Youth Academy Technical Director to ensure the Youth Academy programme is striving to be the best in the Country. Oversee the delivery of the DiSE programme for the Academy players. Be the Club Welfare Officer and provide safeguarding guidance and support for all players within the Club.
Main Duties and Responsibilities	<ul style="list-style-type: none"> ▪ Work with Youth Academy Technical Director to plan the schedule for the season ▪ Develop and oversee the online player management system (WPS) to keep an updated player database ▪ Be the point of contact for all players and their parents/guardians ▪ Book facilities for all sessions, for both training and matches ▪ Attend the start of all training sessions to welcome and register players ▪ Organise matches, match officials and refreshments for all home fixtures ▪ Book and drive minibus for away fixtures for the U16 and Academy team ▪ Liaise with opposition on all fixtures and communicate to all players and staff accordingly ▪ Enter all teams into the relevant leagues ▪ Complete and update relevant sites with all fixtures and results ▪ Liaise with the FA to facilitate future planning and progression ▪ Ordering and organisation of the kit ▪ Organise and manage all trials ▪ Co-ordinate and oversee (and deliver where necessary) the DiSE programme for the Academy players

	<ul style="list-style-type: none"> ▪ Develop relationships with key partners including the FA, GFA, local schools and local clubs ▪ Ensure full compliance with leagues rules ▪ Manage the player transition from U16 to Academy squad ▪ Work with the General Manager to secure sponsorship ▪ Support the Youth Academy Technical Director in staff recruitment ▪ Support the Club Secretary with 1st team home match preparations and matchday experience as and when required ▪ Design and drive an innovative Youth Academy development plan ▪ Track player development ▪ Take lead responsibility for player welfare including all safeguarding and child protection matters across the whole Club (Youth to 1st team)
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PERSON SPECIFICATION	
Essential Experience, Skills & Qualifications	<ul style="list-style-type: none"> ▪ Experience of Safeguarding and dealing with child protection matters ▪ Excellent IT Skills, specifically the use of Microsoft Word, Excel & PowerPoint ▪ Excellent administrative skills and a high level of attention to detail ▪ Excellent written and verbal communication skills ▪ Strong interpersonal skills and relationship management ▪ Ability and desire to develop and implement innovative and creative approaches ▪ Ability to build and maintain effective relationships with a variety of stakeholders ▪ Understanding of elite player development (<i>desirable</i>) ▪ Minibus licence (<i>desirable</i>)
Key Competencies	<ul style="list-style-type: none"> ▪ Exceptional passion and motivation to develop opportunities to progress the pathway and increase participation for women and girls in football ▪ Innovative and creative in approach ▪ Forward thinker and desire to drive change