



Role Profile

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| Job Title: | Academy Secretary |
| Reports to: | Academy Manager/Director |
| Purpose of the Role: | Management of the operations and football administration of Bristol City Football Club Academy. |

Accountabilities/Responsibilities

- To manage the operations department of Bristol City FC Academy, including but not exclusive to; player contracts and registration, licensing and auditing, match-day operations, training and facility operations, budget management and reporting.
- Manage the effective facilitation of our training programmes from U7 – U23, liaising with lead phase coaches and facility managers.
- Manage all Academy communication, including the communication of the Academy schedule for all age groups to all relevant stakeholders.
- Manage the effective arrangement of all fixtures for the games programme of the professional development phase.
- Oversee the arrangement of all fixtures for the schoolboy games programme.
- Ensure that all Academy games operate at the highest possible standard.
- Line management of the operations staff of the Academy, including the operations assistant and transport operatives.
- Support the Academy Management and Club Secretary with detailed and high quality administrative support.
- Responsible for all contractual matters for scholarships and schoolboy players.
- Support the the Club Secretary where required with contractual matters.
- Develop and maintain relationships with both internal and external stakeholders.
- To work alongside the club safeguarding team to support where required, including player and parent voice facilitation.
- Ensure the maintenance of up to date player files and information.
- Ensure the maintenance of up to date staff files and information.
- Responsible for managing accounts for players on the PMA and supporting software.
- Ensure the management of effective administrative arrangements to ensure compliance with external rules and regulations, including EPPP processes.
- Management of the Academy kit requirements, including order processing with the central order team.
- To represent Bristol City Football Club in a professional manner at all times.



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Qualifications and Competencies

ESSENTIAL

- Relevant degree or equivalent.
- Demonstrated operational management experience in a sporting context.
- Demonstrate leadership experience of contractual administration and registration of youth players in football.
- Experience of EPPP auditing processes.
- Awareness of diversity and equality challenges in football.
- Experience of player contracts and registration.
- Experience in the use of IFAS and MOAS systems.
- Proven programme management and delivery.
- Ability to work with flexibility, open to travel and working as required within a football programme, including evenings and weekends.
- Experience in budget management.
- Experienced in facility/event management.
- Excellent communication skills, with the ability to build strong, meaningful relationships.
- Strong IT and project management skills.

KEY COMPETENCIES

- Ability to work as part of a team.
- Planning and organisation.
- Attention to detail.
- Ability to create a development environment.
- Ability to communicate with a variety of stakeholders.

Salary: £27,000

Contractual Status: **Permanent (Full-Time, 37.5 hours per week)**

Location: The Robins High Performance Centre, SGS College and Ashton Gate, Bristol.