



Port Vale F.C. Academy

Academy Adminstrator and Recruitment Coordinator

Job Description

Reporting To:	Football Operations Manager and Head of Recruitment
Term:	Full-time
Location:	Port Vale FC, Vale Park, Hamil Road, Burslem, ST6 1AW and other venues that apply to meet the needs of the role
Salary:	Dependent on experience and qualifications
Hours:	37.5 Monday-Sunday, split between daytime, evening and weekend work
The Role:	Work with a FP Age Group to develop the players in the academy across the Four Corner Development Model

Qualifications:

- FA coaching qualifications
- In-date FA Level 2 First Aid/EFAiF
- In-date FA Safeguarding
- In-date Enhanced DBS
- Sporting or business management degree
- Full UK driving License

Successful applicants will have:

- A strong background in an elite football environment (or another sport)
- Demonstrable understanding of the rules and regulations of the Premier League, English Football League, Football Association, UEFA and FIFA as they pertain to youth development
- Administrative or secretarial experience
- A history of high-level player/ staff recruitment

Attributes:

- A meticulous attention to detail
- Excellent interpersonal skills
- A consistent team performer
- Ability to prioritise workload
- Ability to travel independently
- Strong IT skills and familiarity with the PMA
- Excellent organisational qualities
- Ability to work to tight deadlines

Additional desirable qualifications or experience:

- FA Youth Award
- Coach education experience
- FA Talent Identification Level 1(or equivalent experience)

Specific Responsibilities:

- Administer Fixtures and Academy needs
- To maintain efficiency of all Academy football administration matters ensuring compliance for the Academy with all governing body rules and regulations set by the Premier League, Football League, Football Association, UEFA and FIFA pertaining to Youth development.
- To be responsible for accurate record keeping by ensuring a proficient filing system for the department is in place and maintained.
- Liaison with and receive direction from the Club Secretary from time to time as and when appropriate.
- Fixture administration for U9 to U16 Academy programme.
- Provide secretarial support to the Academy Manager; duties to include answering the phone, taking accurate messages, diary management, appointments, creation of letters, emails, faxes etc
- Coordination of all match official appointments for Academy fixtures.
- Oversee operations on a Sunday Morning (Games Program)
 - Meet and Greet visitors to direct accordingly
 - Instruct visiting coaching staff and players
 - Manage visiting scouts
 - Meet and organise officials.
 - Regular contact with the Academy Safeguarding /Welfare Officer to ensure the Academy remains compliant in terms of child protection. Internal communication to include weekly Academy Management Meetings and minutes of relevant meetings.
- In accordance with governing body rules, efficiently maintain the 'registration database' of all PVFC Academy players. (PMA)
- Maintain up to date records of all full and part time staff along with HOC.
- Design and production of relevant forms and internal management systems as requested by PVFC Academy staff.

- Any other duties as deemed by the Head of Academy or Football Operations Manager
- To maintain efficiency of all Academy football recruitment matters ensuring compliance for the Academy with all governing body rules and regulations set by the Premier League, Football League, Football Association, UEFA and FIFA pertaining to Youth development.
- Identify and recruit players aged 8-16 years old for the Clubs Academy, Shadow Squad, Development Centre, Talent Identification Programmes and Pre-Academy Programmes, ensuring 95% of players spaces are always filled.
- To liaise and develop positive relationships for the purpose of player recruitment with key external bodies including but not limited to local schools, grassroots clubs, leagues and the EFL and the FA.
- To develop a strong working partnership with the Club's Foundation
- Organise trials for players aged 7-19 years old each quarter or as an when required to help ensure recruitment targets are met
- Attend a minimum of two fixtures per week as assigned by the Head of Recruitment, ensuring reports for all attended fixtures are sent to the Head of Recruitment within 48 hours of attendance.
- Provide the Head of Recruitment with a daily update on players, talent identification and recruitment by means of phone call.
- To highlight and present proposals for junior loans and work experience.
- All recruitment administration in line with the EFL/Premier League & FA guidelines
- Sort all International Clearance and Minor Applications for players signing for the academy.
- Attend fixtures and tournaments to further enhance information collated on existing targets
- Carry all necessary identification and other documentation when visiting a fixture or tournament with the intention of scouting a player
- Act quickly with the HOR on information received from others to scout potential new players
- Collate observations made on players at fixtures and tournaments in preparation for formal reports to be written and submitted
- Along with the HOR, identify potential new targets and monitor existing targets to support the club's recruitment strategy and requirements
- Compile and collate reports using a bespoke match and player reporting process to support the talent identification process
- Upload all match and individual player reports within 48 hours onto the relevant IT system
- With the HOR, use data as part of the scouting and recruitment process and use it to support a case for player signings
- Participate in regular scout meetings and clearly articulate rationale and informed conclusions on players

This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility.

Port Vale Football Club is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

As part of our safer recruitment practice pre-employment checks will be undertaken before any appointment is confirmed.