



Port Vale FC
Academy
Operations & Administrator Job Description

Position: Academy Operations & Admin

Reporting to: Academy Manager

Salary: Apprenticeship Wage

ROLE

- To ensure all aspects of Academy football administration and operations is managed efficiently and effectively
- Reporting directly to the Academy Manager and to provide administrative support.
- Provide administrative support to full time Academy Staff.

PLACE OF WORK

- Port Vale FC Vale Park Hamil Road Burslem Stoke on Trent ST6 1AW

HOURS OF WORK

- 37 hours per week – predominately 9.00am-3:00pm Monday – Sunday
- Flexibility in this post will be required in order to meet the needs of the post which will inc. weekends and evenings.
- Thursday's /Saturdays off.

ROLES AND RESPONSIBILITIES

- 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 Programme.)
- Meet and Greet visitors to direct accordingly.
- Instruct visiting coaching staff and players.
- Manage visiting scouts.

- 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)
- Supervision of all expenses and petty cash Official fee's / Fuel etc..
- To keep the Club's media department updated with information for the Academy official website.
- Maintain up to date records of all full and part time staff along with HOC.
- Submission of all repair and maintenance requirements to groundsman.
- Operations within academy department manage timetable of Gym/Class bookings.
- Maintain and order stationery required for all PVFC Academy operations.
- Design and production of relevant forms and internal management systems as requested by PVFC Academy staff.
- Any other duties as deemed by the Academy Manager.

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.