



## Bristol Rovers Football Club Job Description

<b>Job Title:</b>	Academy Administrator & Player Care
<b>Line Manager:</b>	Academy Manager
<b>Hours/Salary</b>	Full Time – up to £25k depending on experience
<b>Overall Purpose of Job:</b>	
<p>The Academy Administrator &amp; Player Care is a multi-skilled role that requires a sound understanding and awareness of EFL Academy processes and procedures. The post holder will support the Academy’s delivery of operational support services, working closely with key stakeholders, both internally and externally, to drive forward the Academy and Club’s aspirations to gain EPPP Category status.</p>	
<b>Main Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Support the Academy’s delivery of administrative, player care, operational, logistical and other support services</li> <li>• Act as the point of contact between the Academy and the English Football League/Football Association for administrative and operational matters</li> <li>• Oversee all processes in relation to administrative, registration and regulatory requirements with the English Football League, and FA, and to liaise closely with the Club Secretary to ensure that all governance is compliant</li> <li>• To liaise closely with the Academy Manager, Head of Recruitment, the Club Secretary, and the Head of Coaching in respect to all matters relating to the recruitment, registration and release of Academy players ensuring that the Club/EFL/FA guidelines and protocols are adhered to.</li> <li>• Arrange and coordinate all Academy fixtures and tours, including dealing with opposition clubs, and arranging catering/transportation/accommodation/kit/administration/equipment/Scouts if required</li> <li>• Ensure match officials are organised for all fixtures across all relevant age groups</li> <li>• Maintain databases and filing system for Academy players, Scholars and Staff</li> <li>• Assist Academy Staff to ensure players and their parents receive an appropriate induction on entry to the Academy programme and communicate with parents on academy matters</li> <li>• Administrative requirements of the EPPP process across the Player Performance Pathway, and to liaise with Academy management to ensure that KPI Performance Targets are adhered to</li> <li>• Communication distribution to Academy players, and their parents/guardians</li> <li>• Arrange team meetings, take minutes and action points</li> <li>• In collaboration with the Academy Designated Safeguarding &amp; Player Care Officer: <ul style="list-style-type: none"> <li>– develop a understanding of the Academy Players welfare needs</li> <li>– develop and deliver a player care package in support of our players U9 -U18</li> <li>– resolve Academy welfare and safeguarding issues</li> </ul> </li> </ul>	

<b>Experience/Qualifications/Training</b>	
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Excellect working relationships with Academy, scholars, parents and other key contacts across the business</li> <li>• Professionally robust with the drive and enthusiasm to set high standards and drive the Academy forward</li> <li>• Excellent organisational and time management skills</li> <li>• To able to work reactively as well as proactively</li> <li>• Excellent written and verbal communication skills</li> <li>• Sound working knowledge of Microsoft Office including Word, Excel, Powerpoint as well as Keynote</li> <li>• Inquisitive nature and able to keep on top of evolving policies and processes</li> <li>• Motivated, passionate with a 'can do' and flexible approach to work and working hours</li> <li>• Hold a full UK driver's licence</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Understanding of Safeguarding</li> <li>• Knowledge and working experience of an football Club or sporting environment</li> <li>• Experience of EPPP Audit process</li> <li>• Experience of working in Cat 3 Academy</li> </ul>

**HOW TO APPLY**

If you wish to apply for this role please submit a CV and covering letter to [LouiseSmith@Bristolrovers.co.uk](mailto:LouiseSmith@Bristolrovers.co.uk)

Bristol Rovers Football Club is an equal opportunity employer, and is committed to ensuring equal opportunities, fairness of treatment, dignity, work life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassments and in which all decisions are based on merit.

It is the Club's policy to treat all workers and job applicants equally and fairly irrespective of their sex, marital status, civil partnership status, trans-gender status, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age or disability

Bristol Rovers Football Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and working with children and young people. As the role is exempt from the Rehabilitation of Offenders Act 1974, the applicant must disclose all previous convictions including spent convictions.