**JOB TITLE:** Academy Secretary

**DEPARTMENT:** Academy

**REPORTS TO:** Head of Academy

**LOCATION:** Riseholme College, Showground Campus (LN1 2ZR)

**HOURS:** Flexible to support demands of the role – 20 hours per week.

**DATE:** 9th September 2022

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**Job purpose**

The Academy Secretary is a key role in ensuring the effective administration of all Academy tasks across the performance pathway. Reporting to the Head of Academy, the post holder will have a flexible yet diligent approach to working ensuring that the Academy operates in a professional, organised and time efficient manner.

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**Key Responsibilities**

- Administration of ASA framework and key Academy documentation.
- Maintain an accurate and up to date Academy player and staff database.
- Oversee administration of the SRS – staff recognition system.
- Liaise regularly with key club staff to ensure relevant policies and procedures are made available to appropriate staff members.
- Collation and distribution of Academy meeting minutes across departments.
- Oversee and manage the registration process for all Academy players.
- Registration of Academy team affiliations including managing the administration and logistics of all training, fixtures and schedules.
- Manage registration process of all Academy trialists.
- To ensure all policies, practices and procedures relating to Youth Development and the Safeguarding of Young people are implemented and updated annually.
- Ensuring compliance with all rules and regulations of the various football authorities including the EFL and the FA, attend relevant meetings and ensure the production of all documents requested by such bodies.
- Administration management of the PMA – performance management application.
- Coordination and maintenance of the Club’s FA Member Services system in respect of Academy player disciplinary matters and records, i.e., suspensions, cautions, fines etc, including, where necessary, any appeals to the FA.
- Preparation through liaison with various stakeholders for all home and away fixtures and completion of all FA and EFL post-match documentation.
- Work closely with the Academy Manager to update and implement policies and procedures in accordance with current legislation and good practice guidelines.
- To undertake personal CPD as appropriate to meet the demands of the role

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**General responsibilities**

- Carry out duties in accordance with all relevant company policies, including, but not limited to, the Health and Safety Policy, Code of Conduct Policy, Safeguarding Policy, Equality and Diversity Policy, Financial Regulation Policy and social media Policy.
- To safeguard and promote the welfare of all children, young people and adults at risk.
- To be vigilant and support all safety and security operations.
• Act always with utmost good faith to the Club, Foundation and the Company.
• Devote full attention and ability to fulfilment of the duties required by the role.
• Other duties as reasonably requested by a member of the senior management staff.
• To work closely with partnership organisations, to maintain good relationships and collaborative working practices.
• To work with colleagues throughout Lincoln City Football Club & Foundation to extend knowledge and skills in order to identify and develop best practice.
• Deal with enquiries and general day-to-day liaison with customers, colleagues and partners.
• Carry out general office duties including data recording, filing, photocopying, sending and receiving emails.
• Active participation on continuing professional development and the appraisal process.
• To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
• To maintain the quality-of-service provision, regularly evaluating work and seeking to make improvements.
• Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always.
• To cover as and when required at other departments within Lincoln City Football Club & Foundation.
• To recognise commercial opportunities across all products within Lincoln City Football Club & Foundation.
• Promote the brand identity and increase Lincoln City fanbase throughout.
• To support the Lincoln City Football Club green energy saving strategy and meet all requirements including but not exclusive to recycling, waste reduction, energy efficiency; and
• Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Chief Executive.

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Lincoln City Football Club & Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.

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**Safeguarding**

This role involves working with children and/or adults at risk in Regulated Activity (or in close proximity to children and/or adults at risk). This means that the post-holder is required to apply all relevant policies and uphold the Club’s commitment to safeguarding vulnerable people.

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**Key relationships**

- Head of Academy
- Academy DSO
- Academy Department Leads

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**Scope of job**

- To deliver outstanding administration support to all areas of the Academy programme.
- To ensure all core documentation is maintained and updated so Lincoln City FC can operate an Academy that is best in class with regards operational efficiency.
Person specification

Job Title: Academy Secretary

<table>
<thead>
<tr>
<th>KNOWLEDGE</th>
<th>The level and breadth of knowledge to do the job, e.g., understanding of a defined system, method or procedure, legal or regulatory frameworks etc</th>
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</thead>
</table>
| Essential | • Knowledge and understanding of PGAAC and the ASA framework  
• Knowledge of effective minute taking and distribution  
• Proficient in use of Microsoft Office systems  
• Knowledge of ED&I and equal opportunities in the workplace. |
| Desirable | • Prior experience using the PMA – performance management application.  
• Experience of using MOAS and Whole Game System is desirable. |

<table>
<thead>
<tr>
<th>TECHNICAL/WORK-BASED SKILLS</th>
<th>Skills specific to the job, e.g., computer competency, typing skills, coaching skills etc</th>
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</table>
| Essential                  | • High level of both oral and written communication.  
• Able to maintain accurate records over an elongated period of time.  
• Able to work to strict deadlines and prioritise urgent/important work.  
• Relevant safeguarding qualifications essential. |
| Desirable                  | • D1 driving license. |

<table>
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<tr>
<th>GENERAL SKILLS AND ATTRIBUTES</th>
<th>More general characteristics, eg. flexibility, communication skills, team working etc</th>
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| Essential                    | • Outstanding communication skills.  
• Able to work effectively as part of an MDT.  
• High level of emotional intelligence and interpersonal dexterity.  
• Positive attitude, energy and enthusiasm. |
| Desirable                    | |

<table>
<thead>
<tr>
<th>EXPERIENCE</th>
<th>Proven record of experience in a particular field, profession or specialism</th>
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<td>Essential</td>
<td>• Similar experience working in a relevant administration related post.</td>
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| Desirable  | • Previous experience working in Academy football is desirable.  
• Experience of Academy football administration tools. |

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<thead>
<tr>
<th>QUALIFICATIONS</th>
<th>The level of educational, professional and/or occupational training required</th>
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| Essential      | • Appropriate administration, leadership or relevant operational training.  
• Enhanced DBS clearance.  
• EFL playing for inclusion. |
Desirable

- Additional industry related mental health qualifications desirable.

| Job to be advertised on these platforms: | EFL Youth Development  
| UK Sport 
| Club Website |
|---|---|
| Closing date for applications: | Friday 23rd September 2022 |
| Recipient(s) of applications: | recruitment@theredimps.com |

(once received at recruitment@theredimps.com)

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Lincoln City Football Club & Foundation is an equal opportunities employer.