

Job Description	
Role Title: Football Administration Executive	Reports to: Deputy Head of Football Administration
Division: Corporate Services	Department: Legal
Closing Date for Applications: 21st January 2022	
<p>Purpose: To support the Head of Football Administration and Deputy Head of Administration with all football administration matters relating to the Senior and Academy teams for MCFC and MCWFC.</p>	
Role specific accountabilities:	
1	To assist with the preparation of MCFC scholarship agreements and all relevant documentation.
2	To assist with registration documentation relating to MCWFC, including Regional Talent Club and Development Squad registrations.
3	To assist on all overseas player governing body minor applications.
4	To assist on player visa applications and associated documentation.
5	Be a key user in the relevant regulatory football administration systems (FIFA Transfer Matching System, Premier League IFAS system, Women's Professional Game iFAS).
6	To assist in relevant documentation relating to Professional Development Phase player trials.
7	To assist with preparation of MCFC's player eligibility schedules.
8	Maintain disciplinary schedules for MCFC and MCWFC teams.
9	Maintain team-sheet schedules for MCFC and MCWFC teams.
10	To assist the Legal and Football Administration Department during the relevant transfer windows.
11	To work cooperatively and maintain relationships with the Academy staff of MCFC and MCWFC.
Role specific knowledge, skills and experience:	
<p>Essential:</p> <ul style="list-style-type: none"> • Organised and methodical • Set and maintain high standard of work performance and deliver quality consistently and efficiently. • Effective planning to meet fixed deadlines. • Possessing communication skills that are clear, engaging and responsive to the target audience. • Develop networks, create and maintain effective working relationships with a diverse range of stakeholders. • Previous experience of working within a football administration function • A good understanding of relevant football regulations • Demonstrable, strong knowledge of football in terms of administration • Enthusiasm and willingness to be flexible in approach to achieve targets and successful outcomes. • A positive mindset and approach • High work commitment 	<p>Desirable:</p>