



MORECAMBE FC ACADEMY

MAZUMA STADIUM, CHRISTIE WAY, WESTGATE, MORECAMBE, LA4 4TB



JOB DESCRIPTION

Job Title: Academy Secretary

Reporting to: Academy Manager

Location: Morecambe FC Academy, Mazuma Stadium, Christie Way,
Westgate, Morecambe LA4 4TB
Lancaster & Morecambe College, Morecambe Road,
Lancaster LA1 2TY

1. PURPOSE

- Responsible for administration in respect of all Academy players, teams, and fixtures, from Pre-Academy to Under 18s.
- Ensure compliance with all relevant Club policies/Youth Development Rules and other regulations (English Football League, Premier League, FA, UEFA, and FIFA), as appropriate.
- To provide administrative support to the Academy Manager, as required.
- To work effectively with stakeholders, both internal and external, to deliver a timely and efficient administrative function.
- To promote the work the Academy and the Football Club and be a positive representative of the Club.

2. MAIN DUTIES/KEY ACTIVITIES

- To administer all aspects of academy player registrations (U9s – U18s) and ensure appropriate paperwork is completed in a timely and accurate manner.
- To maintain up-to-date records of all Pre-Academy and Academy players, in accordance with the requirements of the EFL and in adherence to the Club's Safeguarding and Data Protection policies.
- To be the first point of contact for queries to the Academy (email, written correspondence, and telephone) and to respond or direct to appropriate colleagues.
- To organise the games programme for all Academy teams – liaising with competition organisers, opposition clubs, coaching staff, match officials. Providing parental communication for fixtures and responding to scout requests.
- To maintain up-to-date staff records, in accordance with the Club's HR, Safeguarding and Data Protection policies.
- To assist the Academy Manager with advertising job vacancies, supporting the recruitment process and processing of pre-employment checks for new staff.

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- To produce and distribute regular communications to stakeholders, including players, parents, staff and supporters.
- To produce weekly registers and timesheets and collate the monthly wage returns, for submission to the Finance Department.
- To process invoices, purchase orders, expense claims in a timely manner, liaising with the Finance Department, as required.
- To support the organisation of academy events such as match day visits, tournaments, festivals etc.
- To assist the Academy Manager with the production of documentation, including policies and procedures, templates, publicity materials etc.
- To produce reports for the Academy Manager and other Academy/Club staff.
- To liaise with the Club Secretary and remain informed of any football matters which relate to Academy operations.
- To liaise with other departments and to represent the Academy at Club level, as required.
- To undertake regular CPD, as necessary.

3. SKILLS AND EXPERIENCE (PERSON SPECIFICATION)

Essential

- Experience of working in an administrative role.
- Ability to work to deadlines with accuracy and attention to detail and to produce work of a consistently high standard.
- Effective time-management skills and ability to prioritise work in a demanding environment.
- Ability to work both independently and as part of a team, with a pro-active approach and initiative.
- Excellent communication skills, both written and verbal.
- Ability to empathise with stakeholders, including parents, children and staff and to form positive working relationships.
- Proficient with IT, including Microsoft Office (Word, Outlook, Excel), social media, online databases.
- Flexibility, to meet the needs of the Academy in a fast-changing environment (this may include some weekend/evening working.)

Desirable

- A full clean driving licence.
- Understanding of Youth Development Rules.
- Administrative experience within a football or sport-related industry.
- Experience of working with children and young people.

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