

PLACEMENT OPPORTUNITY ACADEMY OPERATIONS INTERNSHIP 2021-22

We have an exciting opportunity for the 2021-22 football season. The Club is offering and seeking a strong, dedicated and driven student to partake in an Academy Operations Internship.

The Academy Operations Intern will help with the day-to-day running of the Academy programme, focussing primarily on football administration task, and day-to-day operational requirements, gaining exceptional experience and an insight into the running of a Championship Football Academy, plus a fantastic opportunity to grow a network of professional contacts.

Reporting to the Academy Secretary and Assistant Academy Manager, you will be based at the Nigel Doughty Training Ground.

Key Tasks & Responsibilities

To give an idea of the tasks involved in this role, there are several key points below:

- Assist with the running of home match days, including match day access and hospitality, provision of team sheets and distribution.
- Assist the Academy Secretary and Assistant Academy Manager with various Academy Operation and Football administration tasks and dealing with confidential and sensitive information.
- Assist with the registration of trialists, collecting paperwork, attending meetings where required, outbound academy scout requests.
- Assist the Academy Secretary with referee bookings for foundation phase, youth development phase, including post-match payments, liaising with the finance department.
- Assist with arrangements for all FP/YDP matches (home & away), including liaison with opposing teams.
- Assist with preparation of trip/tour paperwork to include EFL/PL forms, travel arrangements, insurance and Itineraries.
- Create personnel files for all new starters and ensure that all necessary documentation is present and correctly completed.

What are we looking for?

- Someone with a passion to work in football and business administration.
- The candidate will ideally be working towards a Business Administration or Sports Management qualification or similarly related qualification.
- Ability to deal with confidential information sensitively and appropriately.
- A strong work ethic and a willingness to learn and improve.
- A good level of computer literacy would be beneficial.
- Being able to prioritise tasks in order of importance and remain calm under pressure.
- An individual who can process information and communicate and distribute information concisely and to the relevant stakeholders.
- Being able to react and change in a rapidly evolving work environment.

The role will be varied and will require a hardworking dedicated individual and in exchange we can guarantee that the experience you will gain from the role will stand you in great

<p>Safeguarding and Security Checks</p>	<p>stead for any future career in the business or professional football sector. In order to get the best from this opportunity, it is imperative that applicants are able to commit to the position for the entire 2021-22 season.</p> <p>This post involves working with children and requires an Enhanced Disclosure and Barring Service Criminal Records Check (CRC). Postholders will be asked about any previous convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).</p>
<p>To Apply</p>	<p>To apply, please email your CV to jobs@nottinghamforest.co.uk. Due to the high volume of applications, we receive daily, please state your name and the job role in the email subject bar on application as follows: NAME –ACADEMY OPS INTERN- APPLICATION</p> <p>Closing Date: 14th May 2021 Interview date: 17th May 2021</p> <p>All shortlisted candidates will need to verify their eligibility to work in the UK at interview.</p>
<p>Equal Opportunities & Safeguarding Commitment</p>	<p>Nottingham Forest Football Club is an equal opportunities employer who are passionate about creating and promoting a diverse workforce. The Club welcomes applications from all suitably qualified persons, regardless of age, disability, gender, gender reassignment, marital / civil partnership status, pregnancy / parental leave, race, religion/belief, sexual orientation, or any other legally protected characteristic.</p> <p>The Club is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.</p> <p>The welfare of young people and adults at risk is paramount within our Club and the safeguarding of all children, adults, staff, and visitors is everyone’s responsibility. All staff have a responsibility to act on a suspicion or disclosure that may suggest a young person or adult is at risk of harm. All staff are expected to familiarise themselves with the Club’s HR and Safeguarding policies and procedures including the Safeguarding team and how to report a concern.</p> <p>We make recruiting decisions based on your experience, qualifications, and skills alone.</p>