



Job Description – Operations Executive

Contract Type:	Full-time Permanent Position.
Reporting to:	General Manager, Professional Game Academy Audit Company (PGAAC)
Key relationships:	Academy staff across Premier League (PL) and EFL clubs Relevant Premier League, EFL, FA staff and PGAAC Team
Location:	Home Based with access to Premier League Office if required.

Overview:

As part of the Elite Player Performance Plan, the overarching professional-game strategy for the development of youth football in England, the academies of professional football clubs are categorised into four categories (1- 4), based on a combination of spend, infrastructure, staffing, and qualitative assessments of their provision across a range of areas.

To effectively categorise academies and to support the continual raising of standards in elite player development, an independent standards organisation has been developed (PGAAC), mandated by the professional game, to monitor safety, compliance and the quality of work being delivered.

PGAAC oversees an interdisciplinary assessment of academies across; Coaching, Education, Leadership and Management, Performance Support, Pathway, Player Care and Youth Development rules. The aim is to regulate and stimulate the Academy system to help make a positive difference to players, parents and staff involved.

As part of the above, the Operations Executive will be responsible for the communication and liaison with all key stakeholders in facilitating and supporting the delivery of an efficient and professional assessment process. This role provides an opportunity to make a difference to Elite youth player development, supporting Clubs, The EFL, The PL and The FA.

The Role

- Work alongside the existing operations executive team to:
- Manage all fundamental logistics and operations for the PGAAC team in organising and facilitating club assessments.
- Support the auditing/quality assurance process, ensuring the operation runs as smoothly as possible for both club and assessment team.
- To deliver Safe to Operate and Compliance Audits.
- Oversee and manage the facilitation and organisation of the club action plan, submission, and review process.
- Maintain a positive, friendly and professional company image as a front-line point of contact and liaison.

General Responsibilities

- To notify clubs of their Assessment visits, with follow up correspondence.
- Checking of Club documentation, Club interaction and compiling reports for Clubs following audit.
- To communicate with Clubs to ensure outstanding Action Plans are tracked and completed.
- To communicate with the PGAAC team regarding the organisation and submission of Club Action Plans.
- Maintain and update the Assessment Schedule, liaising with the General Manager.
- To support the report process regarding quality assurance and to ensure timelines are met regarding Audit report distribution.

- Liaise with the Assessment Team to book necessary accommodation and travel to and from club visits and meetings.
- Assist with the Management of the IT Systems and analytics supporting the audit process.
- Support the Finances of the PGAAC budget and staff expenses.
- Attend and minute PGAAC and Stakeholder meetings.

Requirements for the role:

Requirements	Criteria
Skills and Abilities	<ul style="list-style-type: none"> • Strong IT skills; proficiency with Microsoft Office programs • Reliable, friendly and able to work with own initiative and as part of a team .. • Enthusiastic and self-motivated • Proven ability to handle confidential information and exercise discretion • Observational analysis and ability to interpret data • A good, confident communicator with clear and concise written and spoken communication skills • Ability to see both the big picture and advanced attention to detail skills • Proof-reading and the ability to check reports for accuracy and grammar • Ability to interpret written information in a structured and balanced way and present it appropriately to the needs of the reader • Strong time management, achieving deadlines and organisational skills
Experience	<ul style="list-style-type: none"> • Experience of working remotely and as part of a multi-disciplinary team • Experience in supporting a team through administration and clerical work, holding team to account to meet deadlines • Experience of communicating with relevant agencies to produce travel itineraries, arranging meetings booking rooms etc • Experience of managing multiple correspondence as part of multi-disciplinary team
Knowledge	<ul style="list-style-type: none"> • Knowledge of professional sports performance and, or Youth Development • Understanding and appreciation of context and cultural differences between clubs of different sizes and philosophies
Personal Attributes & Other Requirements	<ul style="list-style-type: none"> • High personal integrity and professional conduct • A hunger for continued learning and continuous professional development • DBS Clearance

Nice-to-haves for the role:

- Graduate qualification
- Project management and auditing experience

The Premier League, The EFL and The FA are equal opportunities employers and welcome applications from all sections of the community. All appointments will be made based on merit.

To apply please visit our [careers page](#) and apply with your CV and a cover letter. The closing date for applications is Friday 20 May 2022.