



## Job Advert

<b>Job title:</b>	Academy Administrator
<b>Employer:</b>	Reading Football Club
<b>Location:</b>	Bearwood Park Training Ground, RG41 5DB
<b>Contract:</b>	Permanent
<b>Salary &amp; Benefits</b>	£ 25,000.00 per annum <ul style="list-style-type: none"><li>• Paid day off to celebrate your birthday</li><li>• Employee Assistance Programme with free access to help, advice, and support</li><li>• Complementary home match ticket</li><li>• Auto-enrolment into the Club's pension scheme (depending on eligibility)</li><li>• Group Life Assurance benefit (death in service cover)</li></ul>
<b>Hours of work:</b>	37½ hrs per week on a flexible basis to include evening / weekend working
<b>Department:</b>	Academy
<b>Reporting to:</b>	Head of Academy Operations

### Equality, Diversity and Inclusion Statement

Reading Football Club are committed to ensuring equal opportunities are given to all and welcomes applications from all areas of the community regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, marriage and civil partnerships

### Safeguarding Statement

Reading Football Club recognises that the safety and protection of children and young people engaged in club activities must take priority over all other considerations. Due to this post being in regulated activity, the potential employee will be required to undertake a Disclosure and Barring Service check at the appropriate level. It is a criminal offence for a barred person to attempt to engage with vulnerable group. Engagement will be subject to sight of a satisfactory DBS disclosure and stringent background and reference checks.

### **Job purpose**

To be responsible for providing administration support to the Academy Department  
To managing the administration needs of the Senior Academy Management Staff  
To manage the registration process for all Pre-Academy to U15 and associated trialists  
To manage the match day administration for the Pre-Academy to U15  
To liaising with the Football Club Secretary on all Academy Players registration matters

### **Accountabilities**

- To be the key point of contact for Academy Coaches, Players and parents, assisting the Academy Manager, Facilities Manager and the ground staff personnel in ensuring the smooth operation of the Pre-Academy to U15 Games Programme.
- To collate all Scout and Visitor lists for games as required
- To liaise with opposition Clubs to confirm arrangements for both home and away fixtures for the Pre-Academy to U15 both over the phone and in writing.
- To liaise with the Premier League and English Football League regarding arrangements of the Pre-Academy to U15 fixtures and update during the season
- To liaise with the RFC Match day Coordinator on Pre-Academy to U15 Home and Away fixtures.
- To distribute match logistic sheets/ documents internally to staff
- To liaise with County F.A. to confirm appointment of match officials to Pre-Academy to U15 home fixtures, both over the phone and in writing
- To deal with transport arrangements for away fixtures for the Pre-Academy to U15
- To complete all pre and post match administration for home and away fixtures relating to the Pre-Academy to U15.
- To administer all registrations relating to the Pre-Academy to U15 players
- To be responsible for the administration of the retain/ release process of all players in the Pre-Academy to U15
- To maintain the PMA system for the Pre-Academy to U15 player inclusion onto the system.
- To attend Pre-Academy to U15 MDT meetings taking and distributing the minutes
- To be responsible for the administration of additional Pre-Academy to U15 matches during pre-season, Christmas and Easter.
- To be responsible for the administration relating to any academy tours or trips as required
- To manage the Academy on-line schedule for the Pre-Academy to U15, ensuring that all the match arrangements are updated in a timely fashion.
- To liaise with the International Football Associations to confirm any Pre-Academy to U15 International Call- ups
- To assist with the booking of any facilities or meeting rooms that may be required by Academy Staff
- To liaise with the Pre-Academy to U15 coaches to ensure that the Academy calendar is up to date with all associated activities
- To demonstrate consistent high levels of Customer service and build excellent working links with fellow colleagues and your counterparts at other clubs, The Football Association, The Premier League and The English Football League.
- To undertake any additional duties as required from time to time by the Football Club Secretary and Academy Manager
- To adhere to a strict code of confidentiality in respect of any information relating to Reading Football Club and its operation
- There is an expectation that you will undertake adhoc work on an exceptional basis or provide relevant cover for other team tasks

### Behaviours & Attitude

- 🏆 To be a role model for all club values and ways of working – “walk the talk”
- 🏆 To exude a can-do attitude (best of Reading Football Club)
- 🏆 To be flexibler and agile, always ready to adapt if things don't go to plan
- 🏆 To be an ambassador for Reading Football Club
- 🏆 To act in a manner that supports the Club's Vision & Values at all times

### Key Performance Indicator

- 🏆 Provide all administrative arrangements to stage the annual Pre-Academy to U15 Induction evenings, including the distribution and collection of new season personnel information
- 🏆 Liaison with international Football associations to confirm Pre-Academy to U15 international call ups
- 🏆 Manage the Academy on line schedule for the Pre-Academy to U15 fixtures, ensuring that all match arrangements are updated in a timely fashion
- 🏆 Assist with the booking of any facility or meeting that may be required by Academy Staff
- 🏆 Liaise with the Pre-Academy to U15 coaches to ensure that the academy calendar is up to date will all associated activities
- 🏆 To respond to all enquires within Reading Football Club Charter guidelines
- 🏆 To adhere to a strict code of confidentiality in respect of any information relating to Reading Football Club and its operation
- 🏆 To be presentable at all times when working and demonstrate that you can represent the face of the club in the manner expected
- 🏆 To maintain Reading Football Club's Safeguarding (Child Protection), Health, Safety and Equal Opportunity procedures and practice

### Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• NVQ or Apprenticeship in Business Administration Level 2</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ or Apprenticeship in Business Administration Level 3</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 2 years experience in a fast passed environment</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the Academy Audit process (EPPP)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Works well under pressure</li> <li>• Ability to prioritise work loads</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Positive and can-do attitude to work</li> </ul>	

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<b>Closing date for applications:</b>	<p><b>Monday 4<sup>th</sup> July 2022</b></p> <p>Please note, we reserve the right to shortlist and interview prior to the closing date above</p>
<b>Contact:</b>	<p>Please send your completed application form to <a href="mailto:recruitment@readingfc.co.uk">recruitment@readingfc.co.uk</a></p> <p>CV's will not be accepted</p>