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| Job Title | Assistant Academy Operations Manager |
| Reporting to | Academy Operations Manager |
| Location | Academy Building, Halfords Lane, West Bromwich, B71 4LG |
| Line Management Responsibility | None |
| Main Purpose | To organise and administer the day-to-day logistics operations of the Academy (U9-16’s) |
| Working Hours | Full time which may include evenings, weekends and bank holidays as required and in line with business needs. |

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| DUTIES & RESPONSIBILITIES |
| Your main responsibilities for this role include, but are not limited to the following: Administration – Operations Department (U9–U18)Staff & Qualifications* Ensure all Academy staff qualifications are recorded and kept up to date.
* Organise and manage travel arrangements for staff attending meetings, courses, conferences, and other duties both domestically and internationally.

Player Management* Administer and manage player registration and de-registration in line with FA, Premier League, and FIFA regulations.
* Oversee the player retain/release process.
* Maintain and annually update signed player records.
* Coordinate travel arrangements for players and trialists attending training, as pre-approved by the Operations Manager.
* Complete all necessary documentation for trialists and support uploading data using the IFAS system.
* Support the recruitment team with trialist accommodation and travel bookings.

Internal Administration* Record and distribute minutes for relevant staff meetings.
* Liaise with internal departments to meet the Academy’s administrative needs.
* Ensure effective management of the FIP, meeting all administrative requirements.
* Reconcile the Academy’s monthly credit card statements.
* Manage the Academy petty cash float (for payments under £300), ensuring receipts are obtained and funds distributed appropriately.
* Share relevant information with staff, players, and parents.

Games Programme – In collaboration with the Operations Manager* Coordinate and administer all matchday arrangements efficiently, including logistics for internal staff, opposition teams, match officials, transport, security, accommodation, and ground staff.
* Assist in the planning and organisation of domestic and international tournaments and training camps.

Academy Facility Management* Liaise with Lead Phase Coaches to ensure that player and parent noticeboards are current and maintained.
* Manage kitchen stock orders in coordination with the Stadium.
* Oversee stationery and office supply orders, including photocopier paper and toner.

Recruitment Support* Provide administrative assistance to the recruitment department.
* Liaise with professional clubs regarding scout attendance.
* Ensure all required paperwork for trialists is completed and submitted.

Club Standard* To contribute positively to the Clubs vision and culture
* To promote and adhere to the Equality, Diversity and Inclusion Policy and to work consistently to embed ED&I into everything.
* To ensure the working environment is free from harassment and discrimination and any other form of unacceptable behaviour.
* To fully participate in one-to-ones and departmental reviews and meetings.
* To fully participate in annual and mid-term appraisals.
* To understand the Club’s Safeguarding policy, procedures and best practice guidelines and use these to ensure appropriate and safe working practices applicable to the role.
* To promote and assist with Safeguarding.
* To carry out CPD and keep up to date with any training and updates relevant to the role.
* To ensure the health & safety within the Club for self and others is adhered to at all times.
* To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding.
* To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands. |
| PERSON SPECIFICATION |
| Essential Criteria | Desirable Criteria |
| * Highly organised and methodical approach to workload
* Confidential and diplomatic
* Excellent communication skills both written and verbally
* Full driving license
* Right to Work in the UK
 | * Previous administrator experience working in an Academy setting
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Equality and Diversity

West Bromwich Albion FC is an equal opportunities employer and is committed to provide equality and fairness for all employees and opposes all forms of unlawful and unfair discrimination and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

West Bromwich Albion Football Club also welcomes applications from suitably qualified members of the armed forces family.

Applications will only be accepted when received through our online vacancy platform iRecruit:

<https://irecruit.efl.com/vacancies>

Safer Recruitment

West Bromwich Albion is committed to safeguarding and promoting the welfare of children, young people and adults at risk, therefore expects all staff and volunteers to share this commitment.

WBA’s Safeguarding, Equality and Whistleblowing policies can be accessed here <https://www.wba.co.uk/club/about-us/club-policies>

It is unlawful for the Club to employ anyone who is involved with regulated activity who is barred from doing so and we will carry out rigorous pre-employment checks and screening.

An Enhanced DBS, References, Qualifications, Proof of Identity and Right Work in the UK checks will be required and carried out prior to commencement in this post.

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| Signed | Name | Date |
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