



Blackburn Rovers Football & Athletic Ltd

Job Description

Job title:	Head of Football Administration
Department:	Football Administration
Based at:	Senior Training Centre, Blackburn, BB6 8FA. You will be expected to attend other Company sites such as Ewood Park stadium as and when required for the performance of your duties. Flexibility regarding location is required.
Reports to:	Head of Football Operations
Responsible for:	Football Administration Manager
Hours of work:	40 hours per week plus any additional hours necessary for the performance of duties. This will include presence at all home matchdays (away matchdays as and when required) which will include evening/weekend work.
Contractual Status:	Permanent
1. Job purpose:	Responsible for the execution of all football secretarial duties and to oversee the day-to-day management of the football administration department.
2. Duties and responsibilities:	<ul style="list-style-type: none"> To be committed to ensuring the safeguarding and welfare of all stakeholders, promoting their well-being whilst maintaining professional boundaries; To ensure compliance with all football authority regulations; Responsible for accurate and correct record keeping relating to player contracts, registrations, appearances, incoming and outgoing transfer agreements, bonuses and all other relevant changes; To prepare or oversee the preparation of all player transaction documentation (permanent and loan); Ensure prompt arrangement and communication of all first team fixtures, liaising with relevant departments at the club, opposition Clubs and match officials; Monitoring and actioning receivable solidarity payments under FIFA regulations and the Club's liability for such; To monitor all contingent transfer considerations whether payable/receivable; To manage FIFA Transfer Matching System and ensure International Clearance is received in respect of current and/or potential players; To manage and monitor the FIFA Clearing House System and the FIFA Legal Portal; To ensure maintenance and efficient communication of Club rules and regulations; Oversee management of the Club's disciplinary records and issuing of monetary fines in conjunction with the Board of Directors/Head Coach; Ensure arrangement and communication of all first team fixtures, liaising with relevant opposition Clubs and match officials; To liaise on a regular basis with all relevant football authorities; To support all home matchday operations; Maintain a positive and friendly environment for visiting match officials; To attend U21 home games as and when required;





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	<ul style="list-style-type: none"> Oversee the management and provide guidance as required to the football operation of the U21 team and Academy; To attend EFL, Lancashire County FA and other stakeholder meetings as and when required; To take accurate minutes at all Football and Technical Board meetings; and Any other duties as reasonably assigned by the Head of Football Operations / CEO / COO and Board of Directors from time to time.
3. Skills required:	<ul style="list-style-type: none"> IT literate and proficient in MS Word and Excel; Ability to communicate and interact with all stakeholder in a professional manner; The desire and ability to adapt to change; Possess a high level of self-motivation, drive and enthusiasm; Excellent communication skills, both written and verbal; Proactive with the ability to complete tasks promptly and efficiently; To be dedicated to self-improvement and continuous professional development; Trustworthy and able to deal with highly sensitive information; and Ability to prioritise and work under pressure to meet deadlines.
4. Knowledge / Experience required:	<ul style="list-style-type: none"> Full understanding of the football regulations and rules (e.g. the FA, the EFL); Proven track record of Football Administrative experience at a professional Football Club in the United Kingdom; Experience in supporting and preparing legal contracts within a professional football environment; and Experience as a sports administrator, with an understanding of domestic and international governing body regulations.
5. Qualifications required:	<ul style="list-style-type: none"> Minimum of 5 GCSE's including A*-C or equivalent (essential); Undergraduate or postgraduate degree in law or sports management/administration (desirable); and Certificate in Professional Sports Management and Administration (CPSMA) (desirable)
DBS check required:	Yes (basic)

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

How to Apply

Due to high-levels of interest, this post may close early so early application is advised, otherwise the closing date for this role is **5pm on Thursday 25th June 2026**. To apply, please submit your application through the EFL I-Recruit platform [HERE](#)

CV's will not be accepted.





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Equality and Diversity

Blackburn Rovers FC is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.

Safer Recruitment

Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.

