



Job Title: Stevenage FC Academy Business Coordinator

Location: Across all Stevenage FC sites

Reports To: Academy Director

Salary: TBC

Hours: 40 (will include evenings, weekends and school holidays as required)

Position Overview:

Stevenage FC is seeking an organised, proactive and enthusiastic Academy Business Coordinator to oversee the day-to-day operational, financial and administrative functions of the Academy.

Working closely with the Academy Director, the successful candidate will ensure the efficient delivery of academy/facility operations across all sites, maintaining high standards of compliance, financial management and customer service. This is a varied role requiring excellent organisational skills, strong leadership and the ability to work collaboratively across all areas of the football club.

The Academy Business Coordinator will play a key role in supporting staff, players, parents and visitors, helping to create a safe, professional and welcoming environment while contributing to the continued growth and success of the Academy and its sites.

Key Responsibilities:

- Lead the day-to-day operations across multiple academy sites, ensuring facilities are safe, well-maintained and operating efficiently.
- Recruit, onboard, manage and support staff, including the preparation and management of staff rotas.
- Manage the payroll process, ensuring all staff are paid accurately and on time.
- Raise, process and monitor invoices, ensuring all financial administration is completed accurately.
- Identify and implement opportunities to generate additional income and improve commercial performance.
- Oversee the maintenance, repair and ongoing improvement of academy facilities and equipment.
- Lead on the administration and management of SportsKey, acting as the main point of contact for all system-related enquiries.
- Ensure full compliance with safeguarding, health and safety, GDPR and all relevant statutory and football governance requirements.
- Develop, review and improve operational policies, procedures and administrative systems to maximise efficiency.
- Monitor staff performance, provide day-to-day support and contribute to staff development and performance review processes.
- Chair and minute regular staff meetings to promote effective communication, collaboration and operational planning.
- Produce operational and financial reports for the Academy Director and senior leadership team.
- Provide operational and administrative support across all areas of the Academy, including the Boys' Pathway, Girls' Pathway and Community programmes where required.
- Build and maintain positive relationships with players, parents, staff, suppliers and external stakeholders, ensuring high standards of customer service are maintained at all times.
- Undertake any other duties appropriate to the role as reasonably requested by the Academy Director.





Person Specification:

Essential:

Qualifications

- Degree, professional qualification or equivalent experience in business, finance, operations or a related discipline.

Experience

- Experience of operational or business management.
- Experience of leading and managing staff.
- Experience of managing rotas and operational planning.
- Experience using Microsoft Office and business management systems.

Knowledge and Skills

- Excellent organisational and time management skills.
- Strong leadership and people management skills.
- Excellent communication and interpersonal skills.
- Ability to prioritise competing demands and work under pressure.
- High level of attention to detail.
- Ability to work independently and as part of a team.
- A flexible approach to working hours, including evenings, weekends and school holidays.

Desirable:

- Experience working within professional football, education or a sporting environment.
- Knowledge of payroll processes.
- Understanding of employment legislation and GDPR.

Safeguarding:

Stevenage FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The successful applicant will be required to:

- Complete an Enhanced DBS check.
- Provide satisfactory references.
- Complete mandatory safeguarding training.
- Adhere to all club safeguarding, child protection and safer recruitment policies.

Working Conditions:

- Full-time, permanent position.
- Based across all Stevenage FC Academy sites.
- Regular evening, weekend and school holiday working is required.
- Occasional manual handling and site inspections may be required.
- Travel between club sites may be required.

For more information, please email jordeng@stevenagefc.com

Deadline: 10th August

Interviews commencing week beginning 17th August

