



Barnsley Football Club

Job Description

Job title:	Academy Secretary
Reports to:	Club Secretary
Department:	Academy
Location:	Oakwell Stadium, Barnsley
Date:	November 2025
1. Job Purpose:	To provide comprehensive administrative and operational support to the Academy, ensuring compliance with all relevant regulations and smooth delivery of fixtures, registrations, and logistics. Act as a trusted point of contact for internal and external stakeholders and coordinate match day operations for all Academy home & away fixtures.
2. Specific Tasks and Responsibilities	• Ensure strict compliance with EFL, FA, FIFA, and Club policies, acting as the main point of contact for operational matters. • Manage the Academy games programme, including fixtures, tournaments, and tours, liaising with opposition clubs, officials, and scouts. • To lead the Academy's administrative and logistical duties with the support of the Academy Manager, Head of Coaching and Club Secretary. • To complete player registration, recruitment, and release processes in line with governing body regulations. • Coordinate accommodation and transport for players and trialists in partnership with the Pastoral Team. • Lead with EPPP audit preparation and end-of-season procedures, including ongoing maintenance of online audit portals. • Handle correspondence with players and parents, and support induction for new players and staff. • Manage financial administration including purchase orders & petty cash. • Lead payroll processes for Academy staff, working with HR & Finance to ensure accuracy and submission in line with payroll deadlines. • Oversee general administration: stationery, reception duties, mailbox management, filing. • Arrange CPD and training courses to maintain staff qualifications. • Take minutes at internal and external meetings and distribute accordingly. • Support safeguarding compliance, including DBS checks and safer recruitment. • Uphold data protection and safeguarding policies at all times. • Provide timely information to other departments and assist with Club-wide admin when required. • To ensure the arrangement of all CPD and training courses as requested by the Academy Management team, so that licenses and qualification requirements are met. • Work closely alongside the Community Trust and the 1st team in relation to site usage (pitches, facilities). • Endeavour to continue to develop and implement processes to improve the day to day operations within the Academy with the support of the Club Secretary.



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3. Personal Specification

The ideal candidate will possess:

- Excellent administration and customer service skills.
- High level of IT proficiency (Word, Excel, Outlook & PowerPoint)
- Be proactive and detail oriented, with excellent communication and interpersonal skills.
- Well-organised with the ability to manage own workload and multiple priorities.
- Be resilient under pressure and adaptable to a dynamic football environment.
- Work independently and collaboratively within a multidisciplinary team.
- Maintain high standards of professionalism and confidentiality.
- Be receptive to feedback and committed to continuous improvement.
- Adhere to Club health & safety policies and procedures
- Be committed to safeguarding and promoting the welfare of children and young people.
- Respect confidentiality and comply with the General Data Protection Regulation (GDPR) 2018
- Be always respectful of others and behave in a non-discriminatory manner as per the Equality Act 2010

4. Qualifications & Experience

- Previous administration experience
- Strong IT skills
- Excellent time management skills
- Experience in football administration or within a professional sports environment.
- Knowledge of EPPP (Elite Player Performance Plan) requirements.
- Familiarity with FA, EFL, and FIFA rules and regulations.
- Experience coordinating fixtures, tournaments, or events.
- Understanding of player registration processes and transfer regulations.
- Experience with financial administration (purchase orders, payroll, expenses).
- Knowledge of GDPR and data protection compliance.
- Ability to use specialist sports administration systems (e.g., Football IP or similar)

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 the changing needs of the organisation.

Safeguarding

Barnsley Football Club is committed to ensuring the welfare and safeguarding of children and young people, and expects all staff and volunteers of the Club share this commitment. We ensure that the Club meets its commitment to safeguarding by undertaking all necessary pre-employment checks.

The postholder will be expected to undertake Safeguarding Training and pre-employment checks as required to be agreed with the DSO & HR Manager.

Equal Opportunities



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Barnsley Football Club is committed to ensuring a diverse and inclusive environment in line with the Equality Act 2010 and welcome applicants from across the community.

Right to work in the UK

Barnsley Football Club ensures that applicants are entitled to work in the UK without approvals and have the appropriate documentation to validate this.