



Newport County AFC Academy Administrator

Job Description

Title: Academy Administrator

Location: Newport County AFC Academy, Lliswerry High School, Nash Road, NP19 4RP

Type of Role: Part-time

Accountable to: Academy Manager

Reports to: Academy Manager, Club Secretary

Salary: Dependant on experience and qualifications

Newport County AFC Academy are looking to add to their already excellent team of staff with the addition of a new part-time Academy administrator to work across our Academy programme. Main purpose of the role is to ensure that all aspects of the Elite Performance Plan (EPPP) criteria are met, with direct responsibility for all administration, operations and safeguarding concerns for the Academy.

Safeguarding Statement

Newport County AFC is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore all convictions including spent convictions that have not been subject to filtering by the DBS should be declared". Relevant information and / or documents will be distributed as part of the recruitment process.

BAME Declaration

The English Football League has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethnic (BAME) backgrounds. New regulations require clubs to shortlist at least one suitably qualified BAME candidate (where an application has been received) for all roles in Academy football that require a UEFA A or UEFA B Licence. As part of the application process, you will therefore be asked to declare your ethnicity.

E & D Statement –

Newport County AFC Academy is committed to providing services which embrace diversity and that promote equality of opportunity.



Key responsibilities

- Organisation, planning and delivery of all operational, administrative, and logistical support within the Club's Academy
- Ensure effective communication and work practices within the Academy and with the Football League / key external partners.
- Safeguard and promote the welfare of children and young people and ensure all club staff and volunteers, parents and players/children understand their role in safeguarding children, young people.
- To keep records of any incidents relating to the welfare of any child.
- Report regularly to the Lead Designated Safeguarding Officer
- To lead the Academy's delivery of administrative, operational, logistical, and other support services in consultation with the Academy Manager
- To act as the principal point of contact between the Academy and the Football League/FA for all strategic and operational matters.
- To act as the main point of contact to ensure effective working with training ground facilities
- To oversee the effective arrangement of all fixtures/tours for Academy teams and to ensure that our liaison with opposition clubs (in relation to logistical details including, but not limited to, venue arrangements, travel requirements, accommodation, kit, administration and referee appointments) is efficient and professionally handled.
- To lead all processes in relation to administrative, registration and regulatory requirements with the Football League, and FA, and to liaise closely with the Club Secretary to ensure that all governance issues are satisfied.
- To ensure that the process of paying and accommodating match officials is efficient and effective.
- To oversee the management of all logistical/operational issues affecting the Academy. This includes, but is not limited to, travel arrangements, kit provision.
- To liaise closely with the Academy Head of Recruitment, the Club Secretary, and the Head of Coaching in respect to all matters relating to the recruitment, registration and release of Academy players ensuring that Club/Premier League/F.A guidelines and protocols are adhered to.
- To liaise closely with the Academy Head of Education to support administrative aspects with regards to the schoolboy education provision on a periodic basis.
- To support the administrative requirements of the EPPP and PMA, and to liaise with all Academy Senior Management Team members to support the audit process.
- To develop a comprehensive understanding of all relevant EPPP / SEP requirements.
- To manage the distribution to Academy players, and their parents/guardians, all information relating to the arrangement and staging of training sessions and Games and to provide them, as agreed with the Academy Management Team with additional information in the form of newsletters and other relevant correspondence.
- To support (with the Academy Manager) effective financial processes relating to budgetary control, purchase orders and invoices and other Academy financial transactions
- To be a key member of the Academy Senior Management team and to proactively contribute to all Academy discussions.
- To possess/develop a working knowledge of Safeguarding Children regulations
- To abide by all club policies including (but not exclusive to) Safeguarding, Equality and Health & Safety
- To manage any appropriate data-base systems related to safeguarding children in line with Data Protection Legislation.



Experience and Qualifications

Essential:

- High levels of administrative and IT skills (in particular Word/ Excel/ Access).
- High levels of communication skills, both orally and written.
- Personable and enthusiastic with a strong work ethic.
- High level of initiative, decision-making and discretion
- A sensitive approach to encouraging young people's development. Energy, enthusiasm, reliability, patience, a commitment to equal opportunities.
- A full UK drivers' licence and access to your own vehicle.

Desirable:

- Knowledge of the PMA system.
- Knowledge and understanding of the EPPP process
- Experience of working within Safeguarding and child welfare
- BSc in Administration or equivalent
- Experience in an elite sports environment.

Applications

Should be made by email to the Academy Manager, Damien.Broad@Newport-County.co.uk before 17:00 on Friday 16th October 2020 and should include:

- An up-to-date CV including details of two references and all relevant qualifications and experience.
- Covering letter detailing why you are the right candidate for Newport County AFC.