



### Job Profile and Employee Specification

<b>Job title:</b>	Academy Administrator
<b>Responsible to:</b>	Academy Operations Manager
<b>Location:</b>	The Training Ground in the New Malden area
<b>Hours:</b>	Monday, Tuesday, Thursday & Friday: 9.30am – 17.30pm. Saturday or Sunday (schedule dependant): 8am – 13.30pm (33.5hours per week)
<b>Salary:</b>	£18,000
<b>Job purpose:</b>	To provide administrative support to all Heads of Departments and report into Academy Operations Manager. The Academy Administrator will work closely with all academy staff to ensure the department runs effectively, maintaining a high level of communication with all staff, players and parents.

<b>Tasks and responsibilities</b>	
<b>Games Programme</b>	
1	Communicating both internally and externally regarding matchday logistics.
2	Arranging referees, catering provisions and security staff for match days and events.
3	Arranging coach travel for away fixtures ( <i>lead by Academy Operations Manager</i> ).
4	Inputting and supporting department lead in keeping academy fixture details live on relevant platforms.
<b>Academy Events</b>	
1	Communicating with all staff, players & parents relating to Academy event details (venue, date, time, agenda, minutes e.t.c.)
2	Support the organising of all events, including but not limited to tours and tournaments, for all age groups throughout the season.
3	Keeping a record of player details, payments, consents, and any other information required of the event (i.e. tours and tournaments).
4	Create and share information packs containing all relevant event details with relevant staff, parents & players.
5	Providing operational support around visitor and guest lists.
6	Inputting and supporting department lead in keeping academy event details live on relevant platforms.
<b>Kit &amp; Equipment</b>	
1	Assist in the order and management of all player/staff kit, equipment, and necessary office supplies.
2	Lead on both player and staff kit distribution and maintain up to date kit audit.
<b>Player Registrations &amp; Records</b>	
1	Lead on all trialist and player registration processes ensuring the correct Football League paperwork is submitted.
2	Uploading official EFL registration paperwork using the EFL portal and saving copies in the relevant player's file.
3	Inputting relevant data collected onto internal databases
4	Support the club secretary in completing the scholarship registration paperwork, and any other duties as required by the club.
<b>Meetings</b>	
1	Attending relevant Academy Management meetings & ensure all minutes are recorded and actions circulated.
<b>Finance</b>	
1	Raising purchase order numbers and completing relevant accounting documentation
2	Processing credit card payments and completing relevant accounting documentation
3	Processing all non-salaried staff time sheets and invoices

#### **AFC Wimbledon Academy**

Kings College London Training Ground, Windsor Avenue, New Malden, Surrey, KT3 5HA  
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General	
1	Support the Operations Manager including DBS compliance and safer recruitment activities and Head of Education in Welfare duties and on occasions fulfil these roles in their absence.
2	Requesting staff and players tickets to 1 <sup>st</sup> team fixtures
3	Maintaining all staff and player files on the server, including onboarding processes
4	Ensure all staff and player databases are kept updated, in liaison with necessary Head of Department
5	Being 1 <sup>st</sup> point of contact for all parents and associates
	Support with administrative duties regarding annual leave tracking process
6	Answering calls and emails that come through to the generic number / address

Qualifications / Experience	Capabilities
<ul style="list-style-type: none"><li>• Educated to GCSE level or equivalent, including Maths and English</li><li>• Office or computer skills qualification or relevant experience</li><li>• Experience of using the PMA system is desirable</li><li>• Experience of working within a professional sporting environment is desirable</li></ul>	<ul style="list-style-type: none"><li>• Excellent communication, manner &amp; people skills</li><li>• Computer literate</li><li>• A self-starter, motivated &amp; hard working</li><li>• Organised &amp; able to use his or her initiative</li><li>• Professional &amp; diligent</li><li>• Able to work well within a team</li><li>• Open minded and willing to learn</li></ul>

<b>Academy Operations Manager (Print name)</b>	
<b>Signature</b>	
<b>Date</b>	

<b>Academy Administrator (Print Name)</b>	
<b>Signature</b>	
<b>Date</b>	

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