

# FLEETWOOD TOWN FOOTBALL CLUB



HIGHBURY STADIUM | PARK AVENUE | FLEETWOOD | LANCASHIRE | FY7 6TX

FLEETWOODTOWNFC.COM | INFO@FLEETWOODTOWNFC.COM  
GENERAL ENQUIRES: 01253 775080

An exciting opportunity has arisen within Fleetwood Town Football Club for an experienced Academy Secretary to join our dynamic team based at our Poolfoot Farm site in Thornton

As the Academy Secretary you will be responsible for overseeing and carrying out the football administration duties of the Academy department within the football club. You will also be required to support the club secretary on first team matters where required.

It will be your responsibility to ensure policies and procedures are implemented in line with best practice.

## Key Accountabilities

### Football Administration

To facilitate and deliver the registration of all Academy players in accordance with the regulations by which the Club is bound. Including but limited to;

- Player contracts
- Registration with EFL
- Using when required FIFA TMS

Responsible for ensuring compliance with all rules and regulations of the various football authorities, and that all relevant paperwork, submissions and surveys are completed on time

Use of CPS and MOAS system

Management of the PMA system ensuring all staff are up to date with logging information as required

Work with Academy Manager to ensure all ROTAS are in place and relevant to staff each week

Work closely with finance department to ensure all invoices are paid and accurate

Liaison with all football bodies, i.e day to day contact with The Football Association, English Football League, PGMOL, Lancashire FA and other relevant authorities and attend meetings as and when required

Maintaining filing system for the department, including player's contractual files

Liaise with all other EFL clubs to ensure fixtures are organised

Communicate regularly with parents of players to ensure accurate information is provided

Knowledge of youth regulations including training compensation and solidarity payments

Liaison with parents, players and governing bodies to obtain international clearance when required



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Act as secretary of various meetings across the academy department keeping minutes and storing o the PMA system

Assist all academy departments to maintain the Academy Performance plan ensuring it is relevant and up to date

Other duties outside of this specification as directed by the Academy Manager

## Education and Qualifications

- Educated to GCSE standard or equivalent
- Fluent in English
- General knowledge and understanding of the professional football regulations of FIFA / The FA and English Football League, particularly pertaining to the transfer and registration of players, fixtures, governance, intermediary regulations, player disciplinary and youth development rules
- Competent in use of Microsoft Outlook, Excel, and Word

## Desirable

- Sports Law degree
- Certificate in Professional Football Management & Administration
- Any other relevant football regulation qualification
- Safeguarding training

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, alternatively email [recruitment@fleetwoodtownfc.com](mailto:recruitment@fleetwoodtownfc.com)

Please note if successful you will be required to attend an interview with the hiring manager within 1 week of the closing date.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

*Fleetwood Town Football Club and Fleetwood Town Community Trust are committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.*

***This information is available in different formats if required. Please contact Fleetwood Town Football Club directly on 01253 775080***



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