

Job Title: Academy Secretary
Location: Poolfoot Farm Sport & Leisure Complex
Hours: Full Time inc evenings / weekends when required
Salary: Competitive

We have new opportunity available for a highly driven and committed individual, to undertake a full-time role as the new Academy Secretary.

The successful applicant will have gained experience and extensive knowledge from working within elite sport.

Main role:

To oversee and carry out all football administration duties of the Academy department within the football club.

Responsibilities (but not limited to):

- To facilitate and deliver the registration of all Academy players in accordance with the regulations by which the Club is bound, including; Player Contracts, Registrations with EFL, Using FIFA TMS where required
- 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 the 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, ie. 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
- Act as secretary of various meetings across the Academy department, keeping minutes and storing onto 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



Qualifications and Requirements:

- Educated to GCSE standard or equivalent
- Fluent in English
- General knowledge and understanding of the professional football regulations of FIFA / The FA and EFL, particularly pertaining to the transfer and registration of players, fixtures, governance, intermediary regulations, player disciplinary, and youth development rules
- Flexible approach to working hours
- To follow club policies and procedures to ensure safeguarding of all within the academy.
- Good communication and interpersonal skills
- Good understanding of Excel and PMA
- Experience of working in an Academy under EPPP rules

Person Specification:

- Confident communicator with an excellent ability to build rapport with people.
- Dynamic, enthusiastic, and ambitious individual.
- Proactive decision maker who maintains high standards.
- Committed to achieving the agreed objectives of the department.
- Flexible and willingness to learn and develop.

You will require a full, valid UK driving licence and access to a suitable vehicle.

What you need to do now:

If you're interested in this role, please forward an up-to-date copy of your CV and cover letter to:

Recruitment@fleetwoodtownfc.com

Please note if successful you will be required to attend an interview with the Academy Manager and interview panel between **01/06/21 and 03/06/21**.

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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