

Plymouth Argyle Football Club



Job Title	Academy Secretary
Based at	Plumer House Plymouth, but also working at various other locations as and when required
Accountable to	Academy Director and Academy Manager
Responsible for	Academy Administration
Hours of work	20
Salary	£9,000
Job Purpose	The post holder will assist the Academy Director and Academy Manager in the administrative processes required for the efficient functioning of the Academy.
Qualifications	<ul style="list-style-type: none"> • Math's and English at GCSE grade C or above or equivalent (E) • IT competent and familiar with Microsoft Word & Excel (E) • Possess a valid DBS Certificate (E) • Qualified First Aider (D) • Be self-driven and motivated with a can-do attitude and the desire to go the "extra mile" and make a difference (E) • High standards in relation to confidentiality and data protection (E)
Duties and responsibilities	<ul style="list-style-type: none"> • The post holder will assist the Academy Director and Academy Manager in the administrative processes required for the efficient functioning of the Academy. • To assist the Academy Director and Academy Manager to organise regular meetings of the Club's Technical Board, regular meetings of the Academy Management Team, and as and when appropriate, ad-hoc meetings of appropriate staff regarding key issues within the Academy. Including the keeping of Minutes of such meetings. • To assist the Academy Director and Academy Manager in the efficient organisation of the various logistical arrangements for all Youth Development activities, including processing the booking of facilities, the ratification of fixtures and confirmation of opponents and match officials, the organisation of transport in accordance with the Academy Transport Policy, and processing all relevant notifications to staff, players and parents of arrangements for coaching, games and other activities. • To assist the Academy Director and Academy Manager in processing the registration of all Academy Players and Trialists, including the critically important documentation required in connection with: <ul style="list-style-type: none"> ○ initial registrations; ○ retention agreements;

	<ul style="list-style-type: none"> ○ the preparation of apprentice offer for signature by the Chief Executive; ○ obtaining written permission from the clubs of players registered at other Premiership or English Football League clubs that will be playing for our club as trialists; ○ the registration on Pre-Contract agreements of schoolboy players recruited from, or released, by other clubs that accept Apprentice Offers; and ○ the release of the players with or without the retention of Compensation rights.
Key Duties	<ul style="list-style-type: none"> ● To ensure full compliance with all rules and regulations set by the Football Association, the English Football League/Premier League and League Football Education. ● To assist the Academy Director and Academy Manager in the raising of purchase orders in advance for all goods and services to be procured for the Academy, and the collation of invoices and pay claims to assist in the Accounts department's relative payment procedures. ● To assist the Academy Director and Academy Manager to ensure that all players and their parents receive an appropriate Induction on entry to the Academy programme, and also to assist in the organisation of annual pre-season Induction Meetings to up-date and refresh players and parents, and other meetings as and when required. ● To assist the Academy Director and Academy Manager in the processing of applications from the scouts and representatives of other Clubs wishing to attend any home games played by Academy teams. Also to process applications for the scouts and representatives of the Club to attend any Academy games at other clubs. ● To endeavour to be aware of any possible direct or indirect approaches to any of the Club's players or their parents outside of those allowed by the rules and regulations of the English Football League, Premier League and Football Association applicable to Youth Development, and to assist the Academy Director and Academy Manager to process any documentation needed in the event of an Academy Player joining another Club to ensure that the Club secures the maximum possible sum of compensation. ● To attend English Football League meetings and seminars as required and to assist the Academy Director and Academy Manager liaise with the Regional Officers of the English Football League and League Football Education, and/or representatives of the Independent Standards Organisation, to facilitate the various inspection visits to which the Academy programme will be subjected. ● To ensure that all data related to the Academy is managed and stored in line with GDPR regulations. ● In conjunction with the Academy Director and Academy Manager, to conduct formal annual reviews with the appropriate staff of all Policies, Practices and Procedures within the Academy programme for approval by the Technical Board. ● In conjunction with the Club Secretary and Executive Assistant, to ensure that the Academy maintains up-to-date staff files to include CV's, Job Descriptions, Qualifications, CPD Records, Letters of

	<p>Engagement, FA CRB Checks, appraisals and references for new staff members using both hard-copy and digital files, and provide such relevant information as may be required from time to time by the English Football League and Independent Standards Organisation, and to ensure that all staff are issued with photographic ID.</p> <ul style="list-style-type: none"> • In conjunction with the Academy Director and Academy Manager, to ensure that all players, parents and staff sign appropriate Codes of Conduct each season, and receive copies of the annual English Football League Player and Parents Guide, Football Association Drug Education material and other documents that may be issued from time to time, and to ensure that the Club has on file signed-off receipts that all such documentation has been issued. • In conjunction with the Academy Director and Academy Manager, to ensure that up-to-date risk assessments are kept on file for Club-operated facilities, and or appropriate verification letters are on file in respect of hired facilities operated by other parties, including ensuring that Health and Safety inspections take place annually at Club-operated facilities and have letters on file confirming that Health and Safety inspections have taken place at hired facilities operated by other parties. • To be responsible for the disbursement and recording of petty cash payments against bona fide receipts. • To assist the Academy Director and Head of Recruitment process the required documentation in respect of all scouts including signed Codes of Conduct and photographic ID, and facilitating attendance at FA talent Identification courses. • To assist the Academy Director and Academy Manager establish effective liaison with County Associations, Clubs, Leagues and governing bodies. • To be committed to Safeguarding Children, and to play a lead role in promoting and raising the profile of the welfare of all young players attending the Academy, assisting the Academy Director and Academy Manager to ensure that all staff, volunteers, parents/carers and young players within the Academy, and any external partner agencies or any commissioned service providers both share this commitment and understand their role in safeguarding young players. • To act as the designated safeguarding and welfare officer for the Academy. Reporting any issues that need to be referred to the Club's Lead Safeguarding Officer. • To liaise with the Academy Manager and Head of Education ensuring that all players education is monitored from Under 9 to Under 18, liaising direct with schools and reporting back to the relevant staff members. • To attend the Apprentices' Induction meeting to outline their role, responsibilities and communicate their contact details. Also, to raise awareness of the Player Parents Charter document when made available by the English Football League. • To be involved with and consulted on all issues relating to the housing of Academy players in accommodation arranged by the Club. • To ensure that all staff (including volunteers and house parents) working with young players (appropriate to their role) have an
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	<p>enhanced CRB clearance for work in football which is regularly updated in line with Football Association and English Football League guidance.</p> <ul style="list-style-type: none"> • To support the Academy Director, Academy Manager and Head of Education in the release of young players. • To undertake any other duties that might be reasonably directed by the Academy Director and Academy Manager. • To comply with terms of reference applicable to all staff as detailed in the Plymouth Argyle Football Club Employee Handbook.
Experience	<ul style="list-style-type: none"> • Experience in administration within a professional body. • Experience of working in a fast paced and pressurised environment. • Team work experience • Experience in the role or similar position
Skills required	<ul style="list-style-type: none"> • Excellent organisational skills • A dynamic, hardworking and enthusiastic individual • Excellent verbal/presentation and communication skills • Demonstrates enthusiasm and is personally committed to achieving agreed objectives • Ability to prioritise and meet deadlines • Integrity and ability to maintain a high level of confidentiality • The ability to work as an integral part of a team • Ability to travel independently

How to Apply

CV & Covering Letter to phil.stokes@paafc.co.uk

Closing Date 17th July 2019