



JOB ADVERT

Academy Administrator

Employer: Watford Football Club
Job Title: Academy Administrator
Salary: £20,000 - £23,000pa
Location: UCL Training Ground, London Colney and Watford Football Club . Vicarage Road Stadium
Type: Permanent Full Time
Passport/Visa: Must be eligible to work in the UK

Watford Football Club are currently looking to recruit an Academy Administrator to provide administration and operational support to the Academy, specifically within the U7-U15 age groups, based at the club's Training Ground in London Colney.

Duties include, but are not limited to, administration of the U7-U15 Games Programme, supporting the trialist induction process by liaising with parents/guardians, collating casual staff timesheets/invoices for payroll and updating records across various internal Academy departments where required. The role will also work closely with the Academy Welfare and Safeguarding Manager and Lead Phase Coaches to ensure all player consent forms for Academy Tours are completed and collated effectively.

The successful candidate will enjoy working as part of a team, have previous experience of working within an administration/operations environment, be enthusiastic, hardworking, and be flexible to the requirements of the position and the business.

Applicants should ideally live local to Watford and be UK/EU residents or non-residents with a valid UK work permit and ideally have experience working within a similar role.

Knowledge, Skills and Experience Required

Essential:

- Previous administration experience within a football or sports organization/body.
- Excellent IT skills . Word, Excel, PowerPoint, Outlook . and oral/written communication skills (both internally and externally).
- Strong organizational and time management skills and a pro-active, thoughtful and structured approach.
- Flexible and responsive to ever changing scenarios/demands of the business, ensuring a high level of detail whilst managing pressure.
- Reliable, motivated and dedicated to the nature of the work and be pleasant, professional and proficient.
- As the role will be privy to confidential information, the job holder must be discrete at all times.
- Able to manage several different projects, tasks and responsibilities at once, prioritising workload effectively.
- Desire to develop own experience and understanding of effective administration and operational support to a multi-function department

- Be flexible with your working hours to meet the demands of the role, attending U9 to U14 home fixtures as well as other Watford FC team fixtures when required by the Academy Manager.
- This role may have regular contact with children therefore it may be required by law to have a DBS Enhanced Criminal Record Check with children's barred list check.

Desirable:

- Knowledge of the Premier League Youth Development Rules, Academy Regulations and EPPP.
- Understanding of the Football Operations at Academy level, including the Premier League Games Programme U7-U15.
- Knowledge and understanding of player registration and regulatory guidelines

Application process:

1. Please download and complete the Club application form located on the Club website www.watfordfc.com under the career section (Menu/ Club/ Careers)
2. Please send completed application form, cover letter detailing why you would be suitable for the role, a copy of all required/essential qualifications, right to work in the UK documents and CV via email to HR Admin at hradmin@watfordfc.com or by post to HR Admin, Watford Football Club, Vicarage Road, Watford, WD18 0ER

Closing date for applications:

12.00 noon Friday 2nd August 2019

Interviews:

Week commencing 12th or 19th August 2019

Watford Football Club is an Equal Opportunities employer and welcomes applications from all sections of the community. The necessary Disclosure and Barring Service check will apply to this post.

