



Job Description

Job Title	Academy Secretary
Department	Academy
Reports to	Academy Manager
Location	The Abbey Stadium & Bentley Road Training Ground
Salary	£28,000 to £30,000
Hours	40 hours per week, including match days and evenings
Role Summary	<p>To undertake the role of Academy Secretary, responsible for supporting all player and team administration, as well as ensuring that all Academy players are registered with the relevant governing bodies in full compliance with the relevant rules.</p> <p>The role will require excellent interpersonal skills to build trust and relationships with stakeholders within the Club, as well as externally across the wider game.</p> <p>The role requires a dedicated and driven individual, who will relish the challenge to succeed in a fast-paced and innovative environment. An acute acumen for detail and prioritisation is essential, given the high demand to work to set deadlines within the role.</p> <p>To be responsible for and manage the operational delivery of the programme including all Academy administration, scheduling, logistics management, governing body compliance and communication with key stakeholders (internal & external).</p> <p>To oversee and direct the safeguarding provision of all safeguarding activities and associated training across the Academy. This will involve ensuring there is an Academy wide awareness of current legislative obligations in respect of safeguarding and to advise and support staff in their roles and responsibilities.</p> <p>There is an expectation to attend fixtures and training and attendance at all schoolboy home games is required, as well as fulfilling the safeguarding responsibilities within the Academy.</p>
Key Job Outcomes	<ul style="list-style-type: none">• To maintain efficiency of all Academy football administration matters ensuring compliance for the Academy with all governing body rules and regulations set by the EFL & FA pertaining to youth development. This includes but is not limited to player contracts, registrations, trialist registrations, international clearance where appropriate and contract terminations.• To act as a point of contact between the Academy and the Premier League/EFL/FA for all administrative/operational/safeguarding matters and attendance at relevant meetings.• To manage the distribution to Academy players and their parents/guardians all information relating to the arrangement of training sessions and games to provide them as agreed with the Academy Manager with additional information in the form of newsletters and other relevant correspondence.



- Support the development, implementation, monitoring and reporting of all policies and their related activities including but not limited to HR, Health & Safety, EDI and Safeguarding.
- To complete all tour administration, ensuring all necessary rules and requirements are fulfilled in advance of any Academy tours.
- To ensure player information and medical details are collated and updated correctly and passed onto the Senior Academy Physiotherapist.
- Oversee and support the recruitment of academy staff, including ensuring that safer recruitment checks are carried out and recorded accurately on the SCR
- Share responsibility for induction of academy staff to ensure individuals are supported into their roles and understand the culture and expectations
- Ensure the protection and safeguarding of all staff, ensuring that training is completed by academy staff in a timely manner
- This role carries a specific safeguarding responsibility – disclosure manager for the DBS Service. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children and adults at risk
- To work closely with the appropriate Academy departments to ensure the operation runs effectively and that a multi-disciplinary approach is followed.
- To build strong relationships with host families while managing agreements, logistics and dealing with any concerns as the Designated Safeguarding Officer (DSO) for the Academy.
- To develop a comprehensive understanding of all EPPP requirements.
- To manage the Academy payroll, ensuring relevant updates and changes are made.
- Manage external scout requests.
- Commitment to CPD and attending relevant internal and external meeting and training events as and when required.
- Communicate all aspects of football rules, regulations and requirements to club staff and advising relevant personnel of club's obligations and responsibilities.
- In liaison with the Head of Academy Recruitment ensure all administrative policies and procedures are adhered to for players entering the Academy on trial.
- To liaise closely with the Head of Academy Education in respect of all administrative and logistical arrangements required to deliver a comprehensive education programme.
- Act as a Super User for the Football Intelligence Platform ensuring the system is being used effectively and kept up to date.
- To coordinate all match day
- To undertake other appropriate duties and attend meetings as requested by the Academy Manager.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.



Person Specification

Skills, Knowledge, Qualifications & Experience	Required	Desirable
Educated to degree level or equivalent		✓
Valid Full (UK) Driver's License	✓	
FA Safeguarding children workshop	✓	
Advanced DBS Disclosure	✓	
Emergency First Aid Certificate	✓	
Experience of delivering excellent customer services	✓	
IT Skills, including Outlook, Word and Powerpoint	✓	
Previous experience of events and/or facility operations	✓	
Knowledge of rules and regulations within youth football	✓	
Knowledge and experience of policy development and implementation	✓	
Experience of working in a professional sports club		✓
Experience of complying with EFL operational requirements		✓
Strong organisational and administrative skills	✓	
Excellent communication skills	✓	
Accurate timekeeping skills	✓	
Personal Qualities/Attributes		
Hardworking and enthusiastic	✓	
Excellent organisational skills and attention to detail	✓	
Reliable and committed	✓	
Ability to work independently and as part of a team	✓	
Able to communicate effectively	✓	
Willingness to work weekday evenings	✓	
Excellent team player and motivator	✓	



Application Process

Application Instructions	Interested applicants should apply by submitting their CV and Cover Letter, applications which do not include both documents will not be reviewed.
Application Closing Date	27 th October 2023
Interview Date(s)	TBA
Start Date	TBC
Mission, Vision & Values	<p>Mission Cambridge United aspires to compete at the highest level of the English Football League, whilst operating a financially sustainable football club embedded within the heart of its community. We are custodians with a collective responsibility to protect and enhance the Club for future generations.</p> <p>Vision <i>Creating Memories</i> We engage current and future generations of supporters by creating memorable moments.</p> <p><i>Driving Standards & Performance</i> We will evolve by driving standards and performance through self-reflection and education.</p> <p><i>Enhancing Lives</i> We are an inclusive Club that is United in Endeavour to enhance lives through the power of sport.</p> <p>Values We engage positive and inspiring characters who are committed to serving and strengthening our community, by adopting our 3 key values.</p> <p><i>Teamwork</i> We achieve more through working together than alone and are United in Endeavour.</p> <p><i>Hard Work</i> We are committed to learning and working towards our pursuit of excellence in everything we do.</p> <p><i>Humility</i> We will celebrate each other's successes and recognise that no individual is greater than the collective.</p>
Employability Statement	Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
Safeguarding Statement	Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.



	<p>For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks.</p> <p>The post holder will be required to undergo Safeguarding training periodically.</p>
Equality, Diversity & Inclusion	<p>Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.</p>