



JOB DESCRIPTION	
<u>Job Title</u>	Academy Secretary
<u>Reports to</u>	Assistant Academy Manager / Club Secretary (Player Registrations only)
<u>Location</u>	All Nottingham Forest Football Club ("the Club") sites
<u>Purpose of the Role</u>	Provides administrative and operational support for the Club Academy ensuring that all aspects of the Academy and Programme run effectively and to the highest standards. Ensures compliance with all rules and regulations for the Football Association, EFL, PL, FIFA as applicable to young players.
<u>Manages</u>	N/A
<u>Key Tasks / Responsibilities</u>	<ol style="list-style-type: none"> 1. Manage the Academy fixture schedules for U9-U18s including correspondence with clubs, distributing fixture information, pitch allocation. Act as the point of contact between the Academy and the League for all fixture matters. 2. In conjunction with the Club Secretary's office, undertake player registrations for all Academy players, completing all relevant paperwork. 3. Collate all Academy staff timesheets, expenses, purchase orders, receipts and invoices for submission to Assistant Academy Manager prior to Academy Manager's authorisation. Manage the petty cash process. 4. Ensure correct completion of all Academy paperwork required by the Club including but not limited to post matches, incoming U9-U18s trialists, assisting with accommodation requirements. 5. Liaise with relevant internal colleague and external bodies regarding DBS and Safeguarding procedures and complete relevant paperwork. 6. Assist in the production and on-going attainment of ISO audit criteria 7. Liaise with Academy and Football Administration staff for updates on news, fixture information and locations and with Media so that they can update the website with relevant information. 8. Prepare and distribute trip/tour paperwork including EFL/PL forms, travel arrangements, insurance and itineraries. Liaise with relevant departments to ensure all transport requirements are met and Club vehicles are maintained correctly. 9. Monitor orders and distribution of all Academy stationery requests. 10. Assist with scout requests in line with Club and Academy protocol and EFL rules. 11. Assist with general administration duties across the Academy departments, such as filing, ticketing requests dealing with enquiries and meeting and greeting guests. 12. Keep up to date with knowledge of current legislation and policies, communicating key changes to staff as appropriate.
<u>Skills, knowledge and experience</u>	<ul style="list-style-type: none"> • Educated to degree level or equivalent, or equivalent relevant professional training or experience. • Valid FA safeguarding certificate • Valid DBS check • Knowledge of the Player Performance Pathway (EPPP). • Experience of working with football regulations. • Experience working within an elite playing environment.



	<ul style="list-style-type: none">• Experience of organising trips, tours and tournaments, both nationally and internationally.• Driven to achieve deadlines, organise and prioritise workload effectively, and continually review ways of working to improve efficiency and effectiveness.• Demonstrable skills and abilities in a PA / administration capacity.• Excellent interpersonal skills, with people of all ages and backgrounds, able to maintain confidentiality, and act with tact and diplomacy.• Communicate verbally and in writing clearly and concisely, and be able to understand and explain matters arising in own area of work.• Contributes to internal and external networks, actively seeks to build productive relationships, share information and ideas and improve working practices.• Excellent IT skills including the use of MS Office, intranets, web and Outlook• Willing and flexible to deal with urgent changes / demands, whilst maintaining existing workload.• Experience in undertaking health and safety duties and responsibilities appropriate to the post.• Be adept at handling difficult situations and confidential matters according to policy and procedures, referring to others where necessary and appropriate.
<u>Other</u>	<ol style="list-style-type: none">1. You may be asked to undertake additional duties to those above, either on a temporary or permanent basis, which the Club reasonably believes you are capable of carrying out, or for which you will be trained.2. Relevant professional, ethical and health and safety standards apply.3. You will be required to demonstrate your commitment to equality, inclusion and anti-discrimination at all times including attending relevant training as and when required.4. You will be required to maintain flexibility with working hours to meet the demands of the role, working on all match days and across all Club sites including the Stadium, Club offices, Academy.5. Full clean UK driving licence desirable but not essential.