



Volunteer Role Description

Job Title	Girls Academy Administrator
Department	Women's (Girls Academy)
Reports to	Girls Academy Manager
Responsible	N/A

Purpose of role

To support the whole Girls Academy with administrative tasks primarily focused on ensuring a smooth matchday occurs.

The purpose of the girls academy is to ensure the women's first team have a high number of home grown players.

Main Duties

Duties

- Ensure that all league matchday requirements are met each week (match officials, pitch bookings, post match food etc.)
- Arrange transport to away matches for WU23
- Liaise with kit providers to order additional kit where required
- Collaborate with club and women's secretaries to ensure players are registered with relevant leagues
- Collaborate with women's secretary to ensure teams fulfil any league requirements
- Submit all post match information to relevant leagues
- Support the development of a positive culture within the academy
- Maintain a safe environment for everyone at all times

Other responsibilities

- Be available to travel to other sites outside of their region (if required)
- Be aware of the PUFC policies, procedures & best practise so that concerns of non-compliance can be raised at all times e.g. Safeguarding, Inclusion, Diversity
- Work within the company processes (People, Finance, Training, Estates and Marketing Team). Seek advice & guidance if required ensuring employees and processes work seamlessly together
- Always ensure GDPR compliance
- Attend meetings, training and professional updating as and when required
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Self-assess and work on own personal and professional development

In addition to these responsibilities carry out such duties as may reasonably be required. The above duties are a guide to the nature of the work required & are not intended to reflect all tasks associated within the role.

Person Specification

These are the attributes you need to be considered for this role. All criteria are essential unless stated as desirable only. To be considered for working at PUFC we expect you to share and demonstrate Our Values. These are a key part to you getting the most out of work at Peterborough United Football Club.

Experience & Qualifications

- Experience of working within football
- FA DBS check
- FA Safeguarding Children Workshop

Skills and personal attributes

- Well-presented and professional
- Ability to build excellent working relationships with managers, colleagues and staff
- High level of integrity and discretion
- Strong work ethic with a can-do attitude with drive and self-motivation
- Ability to use communication platforms chosen by centre manager
- Accuracy and attention to detail including good written and verbal skills.
- Understands and embraces speed of response.
- Ability to own issues to resolution
- Able to use IT effectively

Please note that applicants must already have the right to work within the UK.

Hours

Part time - approx 1-2 hours per week