

Football Administrator

JOB TITLE:	Football Administrator
LOCATION:	Boundary Park, Futherwood Road, OL1 2PA
REPORTS TO:	Club Secretary
RESPONSIBLE FOR:	Providing administration support
INTERNAL LIAISON:	Club Secretary, Office Administrators, Owner, Board, First Team Management, Players, Accounts, Media
EXTERNAL LIAISON:	Clubs, EFL, FA, Suppliers
WORKING HOURS:	35 Hours per week plus attendance at all home fixtures
SALARY:	Dependant on experience.

Oldham Athletic AFC are actively seeking a Football Administrator to assist with the effective and efficient running of the football operations department. Reporting to the Club Secretary, the individual will be tasked with providing comprehensive secretarial and administrative support to the Club Secretary, First Team and Accounts Department. The roles and responsibilities will include but not be limited to:

- Supporting with the management of the FA Anti-Doping requirements.
- Providing support to new players with relocation, utilities, national insurance numbers and any other requirements.
- Supporting Club Secretary with FA and EFL paperwork in relation to player registrations.
- Efficient file management of all required player documentation both in hard copy and electronically.
- Assisting with first team travel and accommodation requirements and planning.
- Liaising with opposition clubs with regards to match arrangements.
- Liaising with Match Officials regards to match arrangements.
- Communicating to key internal colleague regarding match arrangements.
- Arrange tickets and passes for visiting Directors and Guests.
- Liaising with OAFc Directors and Guests for attendance at away fixtures.
- Performing the required tasks on CPS, Member Services and MOAS following fixtures.
- Providing administration support to first team management.
- Completion of all scout requests for OAFc colleagues.
- Management of all incoming scout requests from other clubs.
- Recording financial payroll information.
- Assisting Club Secretary with of their roles and responsibilities.
- Assisting the Accounts Dept with any required tasks.
- Assisting with general administration tasks.

Skills & Experience Required

- Relevant experience of sports administration at a football club or within a sporting governing body.
- Experience of working to tight deadlines and being able to prioritise workload.
- A good level of verbal and written communication when dealing with internal and external stakeholders.
- Excellent IT skills and a high proficiency in Word, Excel and Outlook, and also web-based applications such as CPS, Whereabouts and Member Services.
- Ability to work under pressure, to plan and organise own workload.
- Able to work effectively as part of a team and also independently using own initiative.
- Appreciation of the discretion needed when dealing with sensitive and highly confidential information.

Safeguarding

To ensure compliance with the company's safeguarding policy an FA CRC will be a requirement for this role.

How to apply

This vacancy is available immediately. To apply please provide your CV plus a covering letter including why you would be the ideal candidate for the role, your previous experience and salary expectations to:

Richard Cooper – Club Secretary

Richard.Cooper@oldhamathletic.co.uk

Closing date for applications is Friday, July 13, 2018. Due to the vacancy being available we may conduct interview before the closing date. All interviews will be at the earliest available opportunity.