



MOTHERWELL FC

GIRLS FOOTBALL ACADEMY

ACADEMY ADMINISTRATOR | JOB SPECIFICATION

ROLE OVERVIEW

Role Title	Girls Football Academy Administrator
Reports To	Academy Manager
Hours	Part-time (5-6 hours per week)
Role Type	Paid

ROLE PURPOSE

The Academy Administrator provides professional administrative and organisational support to ensure day-to-day running of the Girls Football Academy operations. The role is a key point of contact for players, parents/carers, coaches and other stakeholders, helping maintain high standards of communication, organisation, confidentiality and player care.

KEY RESPONSIBILITIES

Academy Administration

- Provide day-to-day administrative support to the Academy Manager and coaching staff.
- Maintain accurate player, parent/carer and staff records.
- Manage player registration and relevant Academy documentation.
- Maintain Academy databases and administrative files.
- Prepare and distribute Academy Match Day information and documentation.

Communication

- Act as a key point of contact for Academy Manager and Academy staff.
- Communicate training, fixtures, events and Academy updates in a clear and timely manner.
- Manage Academy email correspondence and respond professionally to general enquiries.
- Support consistent communication across all Academy age groups.

Fixtures & Training

- Support the administration of fixtures, training schedules and Academy events.
- Communicate fixture details, meeting times, venues and relevant match-day information.
- Liaise with coaches, opposition teams/clubs and facilities where required.

Player Administration

- Maintain up-to-date player records and emergency contact information.
- Manage Club player registration and payment systems.
- Support player registration, player approach and induction processes.
- Maintain consent forms, relevant medical information and other Academy documentation.

Safeguarding & Compliance

- Support the Academy in maintaining appropriate safeguarding and child wellbeing records.
- Handle personal and confidential information securely and in line with UK GDPR and Academy procedures.
- Support administration relating to staff and volunteer documentation, including PVG/safeguarding requirements where applicable.
- Report safeguarding concerns immediately through the Academy's agreed safeguarding procedures.

PERSON SPECIFICATION	
ESSENTIAL	DESIRABLE
• Strong organisational and administrative skills • Good written and verbal communication • Confident using email, Word, Excel and similar systems • Ability to maintain accurate records and meet deadlines • Professional and approachable manner • Ability to handle confidential information appropriately • Reliable and able to work independently • Commitment to a safe, positive and inclusive environment for girls	• Previous administrative or coordination experience • Experience within football, sport or youth development • Experience working with children and young people • Understanding of safeguarding and child wellbeing • Knowledge of football registration/administration systems (Scottish FA Comet system).
SAFEGUARDING	

Motherwell FC is committed to safeguarding and promoting the wellbeing of children and young people. The successful applicant will be expected to follow all relevant Academy safeguarding policies and procedures and may be required to undertake appropriate safeguarding training and PVG Scheme membership/checks, depending on the duties of the role.

KEY ATTRIBUTES
• Organised - able to manage multiple administrative tasks effectively. • Reliable - dependable and consistent in supporting Academy operations. • Approachable - comfortable communicating with players, parents/carers and staff. • Professional - represents the Academy positively at all times. • Confidential - understands the importance of protecting personal information. • Team-focused - supports coaches and staff to provide the best possible environment for players.

OUR COMMITMENT

The Girls Football Academy aims to provide a safe, positive and player-centred environment where young female players can develop both on and off the pitch. The Academy Administrator plays an important role in maintaining the organisation, communication and professional standards required to support our players, families and staff.

Please submit a relevant CV for application to:

david.mackay@motherwellfc.co.uk