



## Job Description

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| <b>Job title</b>         | Player Support Administrator  | <b>Department / Location</b> | Football Operations / Player Support Team at PPG Canalside |
| <b>Reporting line</b>    | Head of Team Operations   | <b>No of direct reports</b>  | None   |
| <b>Purpose of role</b>   | To provide administrative services to the Player Support Department including support and assistance to Players and First Team Management to deliver First Team football operations.  |                              |  |
| <b>Key relationships</b> | <p>Internal – Player Support Department, Players, First Team Management</p> <p>External – Banks, Vehicle and Insurance Providers, Estate Agents, Utility Providers, Player Representatives</p>  |                              |  |
| <b>Overview</b>          | A role that encompasses all aspects of administration to support the management of football operations.   |                              |  |
| <b>Key Tasks</b>         | <ul style="list-style-type: none"> <li>● Provide full administrative support to the Player Support Team.</li> <li>● Design and maintain a new record keeping and filing system (both on and offline systems) for all personal player information and department information.</li> <li>● Create and manage a Player Appearances calendar to effectively track the forthcoming events, as well as collating the information and giving the players timely briefings and reminders.</li> <li>● Co-ordinate regular planning meetings with various departments to ensure that requests are received in good time and comply with the Player Appearance Policy.</li> <li>● Work together with various departments to manage the organisation of Player Appearance events and activity.</li> <li>● Monitor the Player Appearances completed to create a full record of all that has been completed by each player, sponsor and department.</li> <li>● Track and alert the Player Support Team to any upcoming renewals (tenancy, insurance, passport) or other special events.</li> <li>● Manage a process to deal with fan mail that is compatible with other departments for effective responses to all written correspondence.</li> <li>● Ensuring that all players' bills, paperwork and records are up to date and paid off.</li> <li>● Provide ad hoc administrative support to the academy welfare staff.</li> <li>● Create checklists for both incoming and outgoing players and ensure that each task is allocated and completed.</li> </ul> |                              |  |

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|                              | <ul style="list-style-type: none"> <li>● Responsible for the organisation of match day hospitality and commercial Player Appearance requirements with injured players.</li> <li>● Create, implement and manage a new signed merchandise process.</li> <li>● Liaising with various internal departments to make sure they are up to date with any changes to the schedule.</li> <li>● Preparing Purchase Orders for authorisation by Head of Team Operations/Operations Director.</li> <li>● Organisation of meetings/working groups, to include the preparation and distribution of agendas and minutes as required.</li> <li>● Attendance at meetings as substitute for Player Liaison Office as and when required.</li> <li>● Assistance with internal communication and information sharing as required.</li> <li>● And any other reasonable management request.</li> </ul>  |
| <b>Behaviour</b>             | <p>To include:</p> <ul style="list-style-type: none"> <li>● Be supportive, adaptable and flexible to the demands of the role</li> <li>● Be flexible in the hours of work.</li> <li>● Be trustworthy and adhere to the Club's Code of Conduct and Ethics.</li> <li>● Adhere to protocol and respect confidentiality in all matters.</li> <li>● Display high standards of behaviour and appearance and encourage the same from others.</li> <li>● A commitment to safeguarding and promoting the welfare of children and young people</li> <li>● To be respectful of characteristics under the Equality Act 2010.</li> </ul>  |
| <b>Important Information</b> | <p>Huddersfield Town Associated Football Club (HTAFC) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If this role involves the supervision of and work with children and young people or vulnerable adults you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by The FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.</p> <p>HTAFC is a diverse Club that respects all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Club and to achieve their full potential. HTAFC has a zero-tolerance approach to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate</p> |