



Barnsley Football Club

Job Description

Job title:	Academy Secretary
Reports to:	Academy Manager with an additional reporting line to the Club Secretary
Department:	Academy
Location:	Oakwell Stadium, Barnsley
Date:	September 2026
1. Job Purpose:	To provide comprehensive administrative and operational support to the Academy, ensuring compliance with all relevant governing body regulations and supporting the effective delivery of fixtures, registrations, player administration and logistical arrangements. Act as a key point of contact for internal and external stakeholders and coordinate matchday operations for Academy fixtures. This role will require flexibility to work evenings, weekends and Bank Holidays in line with Academy fixtures, tournaments and operational requirements.
2. Specific Tasks and Responsibilities	• Ensure strict compliance with EFL, FA, FIFA, and Club policies, acting as the main point of contact for operational matters. • Manage the Academy games programme, including fixtures, tournaments, and tours, liaising with opposition clubs, officials, and scouts. • To lead the Academy's administrative and logistical duties with the support of the Academy Manager, Head of Coaching and Club Secretary. • To complete player registration, recruitment, and release processes in line with governing body regulations. • Coordinate accommodation and transport for players and trialists in partnership with the Pastoral Team. • Coordinate EPPP audit preparation and end-of-season administration, including the ongoing maintenance of audit systems and online portals. • Handle correspondence with players and parents, and support induction for new players and staff. • Administer purchase orders, invoices, petty cash and other routine Academy financial processes in accordance with Club procedures. • Prepare and submit payroll information for Academy staff, liaising with HR and Finance to ensure accuracy and compliance with payroll deadlines. • Provide general administrative support including stationery ordering, reception cover, mailbox management and electronic and paper filing systems. • Take minutes at internal and external meetings and distribute accordingly. • Support safeguarding compliance, including DBS checks and safer recruitment. • Uphold data protection and safeguarding policies at all times. • Provide timely information to other departments and assist with Club-wide admin when required. • Coordinate and administer staff CPD, qualifications and training requirements, ensuring licences and qualifications remain current and compliant. • Work closely alongside the Community Trust and the First Team in relation to site usage (pitches, facilities). • Endeavour to continue to develop and implement processes to improve the day to day operations within the Academy with the support of the Club Secretary.



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3. Personal Specification	The ideal candidate will possess: • Excellent administrative and organisational skills. • Strong IT skills, including Microsoft Office applications. • Excellent communication and interpersonal skills. • Ability to prioritise and manage multiple tasks effectively. • High attention to detail and accuracy. • Ability to maintain confidentiality and handle sensitive information appropriately. • Be receptive to feedback and committed to continuous improvement. • Adhere to Club health & safety policies and procedures • Be committed to safeguarding and promoting the welfare of children and young people. • Respect confidentiality and comply with the General Data Protection Regulation (GDPR) 2018 • Be always respectful of others and behave in a non-discriminatory manner as per the Equality Act 2010
4. Qualifications & Experience	Essential • Previous administration experience • Strong IT skills • Excellent time management skills Desirable • Experience within an Academy or professional sporting environment. • Relevant business administration qualification. • Experience supporting audits, compliance processes or regulatory reporting.

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

Safeguarding

Barnsley Football Club is committed to ensuring the welfare and safeguarding of children and young people, and expects all staff and volunteers of the Club share this commitment. We ensure that the Club meets its commitment to safeguarding by undertaking all necessary pre-employment checks.

The successful candidate will be required to undertake an Enhanced DBS check and any safeguarding training required by the Club.

Equal Opportunities

Barnsley Football Club is committed to ensuring a diverse and inclusive environment in line with the Equality Act 2010 and welcome applicants from across the community.

Right to work in the UK

Barnsley Football Club ensures that applicants are entitled to work in the UK without approvals and have the appropriate documentation to validate this.