



Job Description and Person Specification

Job Title	Academy Operations & Matchday Work Placement
Responsible to	Head of Academy Operations
Salary	Voluntary Work Placement
Job Description	
Location	LOFC Stadium (E10 5NF) & Match venues (IG7 6BH and/or IG7 6BD) Various other sites as applicable.
Working pattern and Work base	16 hours per week (typically one weekday plus Saturdays AND Sundays), with flexibility required to meet the needs of the Academy fixture programme.
Travel	Regular travel to Home fixtures and other events in connection with performance of the duties.
Objective of the Role	An exciting opportunity has arisen for an enthusiastic, organised and ambitious individual to join Leyton Orient Football Club Academy as an Academy Operations & Matchday Work Placement. Working within the Academy Operations Department, the successful candidate will support the planning, administration and delivery of Academy operations across all age groups, with a particular focus on the organisation and delivery of Academy matchdays. The role provides excellent exposure to the day-to-day running of an Elite Player Performance Plan (EPPP) Academy and is ideal for someone seeking a career in football operations or sports administration.
Main Roles & Responsibilities	Academy Matchday Operations • Lead the operational delivery of Academy HOME matchdays across all age groups. • Liaise with MDT throughout the matchday. • Coordinate pre-match including venue preparation and facility readiness. • Act as the primary operational contact for Visiting Clubs, Parents, Referees and Scouts on Academy matchdays. • Ensure all required matchday documentation is completed and available. • Ensure changing rooms, medical rooms and technical areas are prepared to Academy standards.

	• Support the implementation of safeguarding, health & safety and emergency procedures during fixtures. • Ensure fixtures are delivered in line with EPPP and FA regulations. Academy Operations/ Administration • Support the Head of Academy Operations with the day-to-day running of the Academy. • Assist with fixture scheduling and administration across all Academy age groups. • Support player registration and trial administration. • Assist with maintaining Academy operational records and documentation. • Prepare operational paperwork for training, fixtures and Academy events. • Support Academy events including CPD evenings and Inductions. • Assist equipment ordering. • Support Academy audits and compliance activity. • Update fixture information across relevant platforms. • Produce operational documents including team sheets, schedules and registers. • Maintain accurate filing systems and electronic records. • Support communication with players, parents and opposition clubs. • Assist with minute taking and departmental administration where required.
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Person Specification (Essential and Desirable)			
		Essential	Desirable
Skills, Knowledge & Experience			
	Previous experience of working in a similar or equivalent role		X
	Currently studying in Sport Management, Football Business, Sports Coaching or a related subject.	X	
	Able to build relationships internally with key staff.	X	
	A good knowledge of academy football and Elite Player Performance Plan (EPPP).		X
	IT skills to include the ability to use Microsoft Office (Excel, Word and Outlook)	X	
	Excellent interpersonal and communication skills	X	
	FA Safeguarding Children Certification	X	

	Previous experience of working within an Cat 1-4 Academy		X
	Ability to work Weekends	X	
Attitude/Behaviours			
	Ability to work under pressure and to tight deadlines	X	
	Able to organise their own time independently in a proactive manner.	X	
	A genuine team player	X	
	A reliable individual	X	
Personal Qualities			
	Personable with an ability to build individual relationships and able to build relationships internally with key staff.	X	
	Hardworking and enthusiastic	X	
	Ability to adapt to changing circumstances	X	
	Loyal and committed	X	
	Full Driving License		X

Safeguarding	To have due regard for safeguarding and promoting the welfare of children, coaches and young people and to follow the child protection procedures adopted by the FA and the club.
General Information	The employee must always carry out their duties with due regard to the Leyton Orient Football Club policies and procedures. The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.
Equal opportunities and B.A.M.E Coaches	Leyton Orient Football Club is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity.