



Barnsley Football Club

Job Description

Job title:	Matchday Co-Ordinator
Reports to:	Club Secretary / Assistant Club Secretary
Department:	Football Operations
Location:	Oakwell Stadium, Barnsley
1. Job Purpose:	The Matchday Co-Ordinator plays a vital role in ensuring the smooth and professional running of Academy matchdays at Barnsley Football Club. Acting as the first point of contact for visiting teams, officials, scouts, and families, the postholder will manage site access, provide essential information, and uphold the Club's reputation through excellent communication and organisation. This role contributes to the wider Academy environment by supporting operational efficiency, safeguarding standards, and a welcoming matchday experience for all stakeholders.
2. Specific Tasks and Responsibilities	• Meet and greet opposition players & staff, match officials and visitors to the site and direct them to the areas with which they are permitted access, ensuring sign in procedures are followed as necessary. • Where required, provide information on the playing surfaces in the event of inclement weather. • Ensure opposition staff & players and match officials are informed of the site and how to access key areas. • Work collaboratively with other departments including medical, coaching, and operations staff to ensure a joined-up approach to matchday delivery. • Ensure away dressing rooms are clear once the opposition team have departed. • Provide feedback to the Club Secretary or Assistant Club Secretary on matchday operations and visitor experience to support continuous improvement. • Use relevant systems or tools (e.g. visitor logs, pass tracking, radios) to support coordination and communication. • Maintain a professional appearance in line with Club standards when representing Barnsley FC on matchdays. • Undertake any other tasks relevant to the holistic development of the club. • Engage in CPD activities organised by the Club and other providers. • This job description is not intended to be exhaustive, and the post holder is also required to undertake any other duties as may reasonably be required, appropriate to the level of the post.
3. Personal Specification:	The ideal candidate will have skills and experience in the following areas: • Have strong communication and interpersonal skills. • Be highly organised and able to work under pressure in a fast paced football environment. • Be committed to safeguarding and promoting the welfare of children and young people. • Understand and work in line with Health & Safety principles and practices. • Adhere to protocol and respect confidentiality in all matters, protecting any data relating to the area of work in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018. • Consistently demonstrate high levels of professionalism. • Be committed to personal & professional development.



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	• Demonstrate a commitment to safeguarding and promoting the welfare of children and young people. • Be always respectful of others and behave in non-discriminatory manner as per the Equality Act 2010.
4. Qualifications / Experience:	• FA Safeguarding Children Workshop (or willingness to complete) • Enhanced DBS Check
5. Additional Requirements	• Willingness to work flexible hours, this role will primarily involve evening and weekend working.

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 postholder will be expected to undertake Safeguarding Training and pre-employment checks as required to be agreed with the DSO & HR Manager.

Equal Opportunities

Barnsley Football Club ensure that all job applicants are considered equally and consistently. We ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex, or sexual orientation, marital or civil partner status, disability or age.

Right To Work In UK

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