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| Job Title | Match Day Co-ordinator |
| Reporting to | Academy Operations Manager |
| Location | WBA Academy Building, Halfords Lane, West Bromwich, B71 4LF and WBA Training Ground, Birmingham Road, WS12 4FP |
| Main Purpose | To provide support for the day to day operations of the academy with a particular focus on Matchdays |
| Working Hours | Casual contract – this may include evenings, weekends and bank holidays as required and in line with business needs |

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| DUTIES & RESPONSIBILITIES | | |
| Your main responsibilities for this role include, but are not limited to the following:   * Match day coordination of all U9 -U18 fixtures at West Bromwich Albion Academy and West Bromwich Albion Training Ground and Academy home fixtures at additional sites (e.g. Floodlit Cup Games), as appropriate. * Flexibility to work across the week and over the course of the season to support Professional Development Phase Fixtures on Saturday and Youth and Foundation Phase Fixtures on Weekends, mid-week fixtures as they occur. * Provide administrative and operational support for the Academy Operations team, both prior to and following Academy fixtures, regarding all arrangements for match days and successful games programme completion. * Work collaboratively with Academy Security and match day stewarding teams, offering direction and guidance as needed, to enable smooth running of match day operations e.g. parking, site access, management of controlled Academy zones and staff and players only areas. * Set up relevant changing rooms in use on match days and update relevant pitch and notice boards * Act as the first point of contact for arrival of visiting teams on match days, meet and greet away team staff and players * Meet and greet match officials, facilitate referees’ briefings, and coordinate payment of fees * Support completion, sharing and distribution of team sheets between teams and relevant officials within required time frames. * Ensure the Match Day Coordinator team manages spectators and supports with appropriate guidance and direction to pitches, toilets, family room and refreshments. * Monitor scouts’ attendance. * Facilitate pitch inspections if necessary. * Monitor adherence to player, parent and spectator codes of conduct in place at the Academy. * Provide weekly feedback to the Academy Administration manager and Head of Academy Operations and immediately following any match day incidents * To attend all in-service training sessions and meetings when requested. * To Maintain your Safeguarding Training and DBS in line with the FA and Club Policy. * To adhere to Club Policies with particular emphasis to safeguarding children and equality * To report any serious breaches of discipline to the Academy Manager. * To complete all necessary paperwork as requested by the Academy Manager, The Premier League or FA. * To converse and liaise with parents when required. * Any other reasonable duties * To contribute positively to the Clubs vision and culture * To promote and adhere to the Equality, Diversity and Inclusion Policy and to work consistently to embed ED&I into everything. * To ensure the working environment is free from harassment and discrimination and any other form of unacceptable behaviour. * To fully participate in one-to-ones and departmental reviews and meetings. * To fully participate in annual and mid-term appraisals. * To understand the Club’s Safeguarding policy, procedures and best practice guidelines and use these to ensure appropriate and safe working practices applicable to the role. * To promote and assist with Safeguarding. * To carry out CPD and keep up to date with any training and updates relevant to the role. * To ensure the health & safety within the Club for self and others is adhered to at all times. * To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding. * To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.   The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands. | | |
| PERSON SPECIFICATION | | |
| Essential Criteria | | **Desirable Criteria** |
| * Highly organised and methodical approach to workload * Confidential and diplomatic * Excellent communication skills both written and verbally * Full driving license * Right to Work in the UK |  | |

**Equality and Diversity**

West Bromwich Albion FC is an equal opportunities employer and is committed to provide equality and fairness for all employees and opposes all forms of unlawful and unfair discrimination and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

West Bromwich Albion Football Club also welcomes applications from suitably qualified members of the armed forces family.

**Applications will only be accepted when received through our online vacancy platform iRecruit:**

[**https://irecruit.efl.com/vacancies**](https://irecruit.efl.com/vacancies)

**Safer Recruitment**

West Bromwich Albion is committed to safeguarding and promoting the welfare of children, young people and adults at risk, therefore expects all staff and volunteers to share this commitment.

WBA’s Safeguarding, Equality and Whistleblowing policies can be accessed here <https://www.wba.co.uk/club/about-us/club-policies>

It is unlawful for the Club to employ anyone who is involved with regulated activity who is barred from doing so and we will carry out rigorous pre-employment checks and screening.

An Enhanced DBS, References, Qualifications, Proof of Identity and Right Work in the UK checks will be required and carried out prior to commencement in this post.

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| **Signed** | **Name** | **Date** |
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