



JOB DESCRIPTION

JOB TITLE:	Academy Administration Officer
DEPARTMENT:	Academy
REPORTS TO:	Academy Operations Manager
LOCATION:	Compton Park
HOURS:	37.5 Hours. The role will include one weekend work per month.
DATE:	July 2025

We are Wolves. Progressive, determined, bright, unified and humble. A pack that is hungry for success. Wolves is one of the fastest growing professional football clubs in the UK, and also boasts one of the richest histories in the beautiful game.

Formed in 1877, Wolves was a founder member of the Football League and was one of the country's most successful sides in the fifties and sixties. During a two decade spell the Black Country's most decorated side won three First Division titles and one of its four FA Cups.

Fast forward 70 years and Wolves are back amongst football's elite, in the Premier League for an eighth successive season; but now we compete as a sports and entertainment business across multiple brand verticals. As a challenger club, Wolves dare to be different, which is why creating world class propositions in esports, fashion and music are all part of our ambitious plans.

At Wolves, we don't simply look to the future; we seize it.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all colleagues and volunteers to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk

Job purpose

To provide high-quality administration and administrative support across all age groups within the Academy, ensuring that all processes, records, and communications are effectively managed and compliant with the requirements of the Elite Player Performance Plan (EPPP). The role is critical in supporting a professional, well-organised, and child-safe environment for players and staff.

Key responsibilities

- Provide comprehensive day-to-day administrative support to the Academy Operations Manager and wider Academy team.
- Handle internal and external communications, ensuring timely responses to emails, calls, and queries.
- Coordinate and minute academy meetings, distributing agendas and action points.
- Book facilities, rooms, and equipment for Academy use when required.
- Help manage calendars and key dates for staff, players, and events.
- Assist in the preparation of reports and dashboards for the Academy Operations Manager and Senior Leadership.



- To co-ordinate the reception desk for the Academy building, acting as the first point of contact for all visitors visiting the Training Ground, providing a consistent, professional, and warm welcome.
- To support with the Academy financial budget including coding, invoices, credit card maintaining in line with the Academy budget at all times.
- Use the Teamworks system to assist with the updating of each player's profile and ensuring all details are maintained.
- Prepare and support with the Administration of paperwork for new players joining the Academy.
- Proactively engage with all visitors to the Academy Training Ground, presenting a professional and positive image and ensure that all visitors sign in and out of the Training Ground and are issued with the correct passes/accreditation for their visit.
- To monitor stationery stock levels of consumable items such as paper, envelopes, printer ink etc. and arrange to replenish supplies in accordance with current procedures.
- To support the Head Coaches with the administration and planning of the mid-season and end of season reviews including communicating times with parents.
- To support the academy operations team with the day to day running of the department including supporting with fixtures at Compton, Molineux, AFC Telford United and Kidderminster Harriers.
- Ensure all AMT, Operations and Host Family staff meetings are regularly minute and communicated to the rest of the department.
- To ensure that we maintain an accurate and effective personnel database for all players and staff.
- Manage and maintain updated records for the academy petty cash tin.
- To support with the tours and tournaments schedule and operation for the department.
- To manage scout enquires for all the academy fixtures.
- To ensure that all Academy staff, volunteers, and casual workers have the correct level of DBS clearance and that these are renewed every 3 years – referring any alerts that arise from reports to the Academy disclosure manager and HR contact.

General responsibilities

- Compliance with Club policies
- Compliance with the Club's health and safety procedures
- Compliance with the Club's safeguarding policies
- To promote the Club's values of progressive, humble, determined, bright and unified
- To work consistently to embed equality & diversity into the Club
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times

Safeguarding

This role carries a specific safeguarding responsibility. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people, and adults at risk.



Key relationships

- Academy Operations Manager
- Academy Manager – Football
- Girls & Women's Operations Lead
- Head of Safeguarding
- Safeguarding Senior Manager (Academy Safeguarding Lead)
- Human Resources Manager/s
- EDI Lead
- Player Care Officers
- Academy Operations Team
- Performance and Medical Team
- Performance Analysis Team
- Scouting Team
- Education Team
- Health and Safety Team
- Professional, Youth and Foundation Phase Staff
- Players, Parents, and Host Families



PERSON SPECIFICATION

Job Title: Academy Administration Officer

Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

Essential

- Experience of working in a logistics or administrative role.
- A proven track record in a high energy, fast moving and pressurised environment.
- Experience of working in a multi-disciplinary setting.

Desirable

- Experience in a similar role within an administration environment
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Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc

Essential

- Proficient in use of word and excel.
- Competent in Outlook diary and email management.
- Willing to learn the use of programmes such as Monday.com and Microsoft Teams.
- Able to develop effective working relationships at all levels.
- Able to manage own time and tasks efficiently with a high attention to detail.

General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc

Essential

- Understanding of how to work safely with children and/or vulnerable adults and uphold generally accepted practice when working with those participants.
- Promote, adhere to and implement the Club's Equality Policy and to work consistently to embed equality and diversity within Club.

Desirable

Experience: proven record of experience in a particular field, profession or specialism.

Essential

- Able to demonstrate success in a logistical/operations role

Desirable

- Working with children and/or vulnerable adults

Qualifications: the level of educational, professional and/or occupational training required

Essential



- Post-holder must hold or obtain at the earliest opportunity the relevant safeguarding training (i.e. FA Safeguarding Children Workshop)
- This position is subject to a satisfactory DBS check. The successful candidate must have a clear and appropriate DBS certificate in place prior to commencing employment, in line with our safeguarding obligations