



JOB DESCRIPTION

JOB TITLE: Head of Academy Business Administration

DEPARTMENT: Academy

REPORTS TO: Academy Director

LOCATION: Sir Jack Hayward Training Ground

HOURS: 37.5 hours per week, to include evening and weekend work

DATE: January 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 to 2022, three seasons at Molineux saw Wolves clinch the Sky Bet Championship trophy with 99 points, followed by a seventh-place finish in the Premier League, which included memorable wins over Manchester United, Tottenham Hotspur, Chelsea and Arsenal. The next season saw the team complete a memorable double over the reigning champions, equal the previous season's seventh place finish and reach the quarter finals of the Europa League all as part of the 'longest season' in league history, either starting before or finishing after all other teams.

But this post is about not what we have done, but what we will achieve next.

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 and to ensuring that Wolves is free from discrimination and harassment.

Job purpose

Working closely with the Academy Director and the Academy Manager for Football, the Academy Head of Business Administration is a strategic role supports the business function of the Academy.

Key responsibilities

- To lead the internal and external preparation process of the EPPP audit working closely with PGAAC and the Premier League. Maintaining the SRS database for the Premier League reporting and taking the lead on co-ordinating this in time with the relevant audit checks to ensure the maintenance of the Wolves Academy Cat 1 status.
- To work closely with HR to ensure all required staff information is provided in relation to HR records and Payroll, which will include submitting timesheets (for overtime and casual working hours) to Payroll deadlines.



- The role requires responsibility to work alongside the Academy Director and the Academy Manager for Football in regard to the budget process and rolling forecast which inputs into the Finance department. This will include monitoring spending, managing supplier invoices, producing MI and reports for budget processes, as well as finding improvements and efficiencies in operational costs.
- To work alongside the Player Care & Education department to ensure that the 'Supporting our Pack' programme is implemented and monitored in accordance with youth development rules and financial planning.
- To work alongside the operations team to ensure that all Health & Safety measures and processes are adhered to.
- To lead on all external contracts for the Academy, which include but are not limited to: training and playing venues for Academy teams, software, delivery partner agreements etc.
- To be the DBS lead disclosure manager for the Academy.
- To work alongside the operations department to ensure player registrations and records are up to date and actioned in accordance with youth development rules.
Work with the AMT to develop strategies and ways to generate revenue for the Academy, maximising commercial opportunities and finding cost efficiencies.
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- To ensure compliance of the Youth Development Rules across the department.
- To represent the Academy externally, forming close relationship with the Premier League, FA and other external agencies as required.
- Acting as an ambassador for Safeguarding working in collaboration with the Head of Safeguarding, ensuring that the Academy falls in line with the Safeguarding standards set out by the club.

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
- 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 vulnerable people.

Key relationships

- **Academy Operations Manager** – Direct Report
- **Academy Director** - 1 to 1 Line Management and support.
- **Academy Manager- Football**- Key strategic relationship.



- **Academy Management Team-** build strong relationships with the AMT.

Scope of job

Working closely with the Academy Director and the Academy Manager for Football, the Academy Head of Business Administration is a strategic role supports the business function of the Academy.



Person Specification

Job Title: Head of Academy Business Administration

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

- A proven track record in a high energy, fast moving, pressurised environment.
- Ability to deal with confidential and sensitive information.
- Experience of working in an elite sports environment.
- Senior Leadership role experience.
- Experience of working with budget and forecasting information for Finance teams.
- Knowledge and understanding of Safeguarding practices in an elite sporting environment.

Desirable

- Knowledge of governing body rules within football (i.e. PL, EFL, FA, UEFA and FIFA) Knowledge of a Premier League Academy system including requirements of the Elite Player Performance Plan (EPPP).

Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc

Essential

- Competent in Outlook diary and email management.
- Willing to learn the use of new database programmes such as Teamworks, Kit man labs etc
- Able to develop effective working relationships at all levels.
- Excellent IT skills including Excel, Word and PowerPoint.
- Able to manage own time and tasks efficiently with a high attention to detail.
- An understanding of the importance of process and governance.

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.
- Ability to multi-task and handle changes to plans and workload in a positive manner.
- Possess communication skills that are clear, engaging and responsive.
- Proven experience of leading and managing people including large diverse teams, ensuring that people feel valued, motivated and empowered.
- Proactive, solution-based approach, with ability to make quick decisive decisions.
- Possess excellent collaboration skills which show clear leadership.
- A proactive approach and the ability to work well under pressure in a fast-paced, demanding role.
- Highly effective written and verbal communication skills.
- Conscientious and motivated with high level of personal initiative.
- Approachable, personable and humble.
- Strong team player.
- Willing to self-evaluate and work towards continuous improvement.



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

Essential

- Proven experience of working in a people centred environment.
- Experience of working in an elite sports environment.
- Senior Leadership role experience.
- Experience of working in a Professional Football Club or Sporting environment.

Desirable

- Working with children and/or adults at risk.
- Experience of event management.

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).
- Post-holder will be subject to a DBS check at the appropriate level and cleared by the Wolves Safeguarding Manager.

Desirable

- Clean driving licence and own car.
- Management or Administration industry recognised qualification.