



JOB DESCRIPTION

JOB TITLE:	Academy Operations Coordinator
DEPARTMENT:	Academy
REPORTS TO:	Academy Operations Manager
LOCATION:	Compton Park
HOURS:	37.5 Hours. The role will include weekend and evening work as standard
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

A key role within the Academy Operations Team, the Operations co-ordinator will support and ensure the smooth and safe operation of the Academy sides from pre-academy to Under 16s, ensuring that we provide a high-quality service to players, parents and site visitors

Key responsibilities

- To be the first point of contact for all Academy operation functions, which includes but isn't limited too; scheduling, deployment of stewards, catering co-ordination and site logistics.
- To co-ordinate the games programme for the U9s – U16s male FDP, YDP and support with the PDP. Including the scheduling of games, pitches, referees, catering requirements, travel and matchday administration.
- To utilise the multiple communication and reporting platforms for football on a daily basis, including TeamWorks, IFAS, Kitman Labs & Whole Game System.
- To attend academy matchdays at Compton at weekends on a rota basis.
- To line manage the Academy stewards. This will include having responsibility for their schedules, holidays, training and payroll information.



- To be the operational lead for all onsite activity at Compton for any Wolves Cups, Tournaments that involve the U9s – U16s FDP & YDP Programme,
- To work cohesively with phase leads and the operations teams to ensure that weekly schedule is produce in a timely fashion and shared with colleagues across the department and club.
- To manage and support and oversee the running of all UK and international tours for those that fall within the FDP & YDP phase.

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 Operations Coordinator

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.

Desirable

- Experience in a similar role within a football environment

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

