



RECRUITMENT PACK FOR THE ROLE OF ***ACADEMY OPERATIONS ADMINISTRATOR***

**CONTRACT: FIXED TERM (UNTIL 31
JULY 2027)**

HOURS: FULL TIME

LOCATION: TRAINING GROUND



ACADEMY OPERATIONS ADMINISTRATOR **RECRUITMENT PACK**

We're looking for an Academy Operations Administrator to support the day-to-day operational coordination and compliance in a Category 1 environment.

They will play an integral part in coordinating Academy games, supporting domestic and international tours and tournaments, arranging travel and logistics and maintaining strong relationships with staff, players, parents and external stakeholders.





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KEY RESPONSIBILITIES:

- Providing coverage on Reception for the Academy/Women's building to support a seamless and efficient process for external visitors to the site
- Responsible for 'Anti-Doping Whereabouts;' for employed playing staff
- Meeting and greeting (first point of contact) of guests
- Booking of facilities across the Academy
- Daily schedule recording and use of Teamworks
- Coordination of academy suppliers' orders, deliveries or goods, and internal and external post
- Reconciliation of Academy 'Senior Management Team' Credit Cards
- Booking of daily transport for PDP players and pre-signed scholarship students
- Staff and parent ID card processing and monitoring
- Daily coordination and communication of facilities around Academy, Womens and First Team movements. Including access areas and meeting points for staff, parents, and visitors
- Successful daily handover of reception desk to the nominated Steward from 16.30
- Administrative support to the Academy Manager, including staff communication and updates
- Supporting with cover of 1st team administrative staff if required



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PERSON SPECIFICATION

	Essential	Desirable
Knowledge and Experience	• Experience of reception or front of house hosting. • Experience in a learning and development environment	• Knowledge of the football industry and Academy system
Skills and Abilities	• Ability to work under pressure, prioritise workloads effectively and to a high standard. • Great Attention to detail • Excellent computer skills • Friendly and professional • Ability to multitask and assist other colleagues when needed.	• Experience in using kitmalabs, teamworks, IFAS
Education and Training	• Educated to GCSE level or equivalent, desirable to have passes in English and Maths	
Other Requirements	• Full enhanced DBS Check • Completion of the FA Safeguarding children qualification.	



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WHO ARE WE?

Ipswich Town Football Club has a proud history and an exciting future.

Already one of the most storied clubs in England following the successes of Sir Alf Ramsey and Sir Bobby Robson in the 1960s, 70s and 80s, promotion to the Premier League for the 2024/25 season was the culmination of a journey which saw the Club rise from the third tier to the top table of English football in successive seasons, led by Chairman Mark Ashton and Manager Kieran McKenna.

Significant investment has been made in all areas of the Club in recent years, with upgrades to Portman Road making our home a venue fit for world class concerts, top-level boxing and other events, while the next major development project will see the construction of a state-of-the-art performance complex at our Playford Road training base as we look to build a platform for sustained success.

The work of our vibrant Foundation underpins our commitment to Ipswich and Suffolk, with a full range of initiatives supporting our aim to build an empowered, inspired, and inclusive community.

The Club is committed to building an inclusive, ambitious, hard-working, passionate and energetic team off the pitch as well as on it, with our people knowing they can make a real difference as we strive for further success.

ACADEMY OPERATIONS ADMINISTRATOR

RECRUITMENT PACK

IF THIS IS YOU:

If you are interested in applying for the role, please complete an [online application](#) form detailing why you are the ideal candidate for this position. Please note CVs will not be accepted for this role.

Please note that due to the high volume of applications we receive; only those successfully shortlisted for the role will be personally contacted. Therefore, if you haven't heard from us within four weeks of the closing date, please assume you haven't been shortlisted on this occasion.

SAFEGUARDING STATEMENT

Ipswich Town Football Club is committed to safeguarding the welfare of children, young people and adults at risk and requires all employees to share this commitment and promote the welfare of these groups. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

EQUALITY STATEMENT

The successful candidate must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.



WELCOME TO SUFFOLK

There is a traditional theme running through Suffolk. It is a region of seaside entertainment, fish and chips on the beach and lazy days in the county.

Beautiful Constable countryside, fabulous coastline, remarkable wildlife and more. You can take a step back in time to explore Suffolk's fascinating history, and get right back up to date by visiting the modern, bustling town of Ipswich. There are also some great beaches in and around the area.

Ipswich has a unique, diverse identity with high quality restaurants, harbourside cafes, arts and shopping opportunities, making it the ideal place to live.

Wider job opportunities for your family are readily available in and around Ipswich in a number of different industries.

COMMUTING:

Ipswich is well connected both domestically and internationally.



Heading west on the A12, London is 86 miles away, while northbound on the A14 you can be in Cambridge within 60 minutes.



Frequent trains from Ipswich to London go directly into Liverpool Street and take just over 60 minutes



Ipswich Station,
Burrell Rd,
Ipswich
IP2 8AL