



Job Description

Job Title:	Academy Match-Day Coordinator
Hours of Work:	10 hours per week variable and subject to demands of the role
Department:	Academy
Salary:	£competitive
Contract:	Part-Time, Permanent
Responsible to:	Academy Manager
Responsible for:	Home match day program and logistics

Structure & Purpose of Role

- To lead on all matchday logistics on Academy matchdays at Home venue.
- To take responsibility for safety and welfare of everyone on site.
- To ensure that the Training Ground is 'fit for purpose' and 'game ready' before games begin.
- Is the key contact on Academy match days for parents, referees, opposition teams, scouts and staff.
- Communicate and promote the Academy culture creating an elite environment for the development of young players.
- Monitor the wellbeing of Academy players at all times, liaising with the Head of Safeguarding & Player Care.

Core Responsibilities

- Matchday coordination of Academy fixtures (U7-U18), at the BG Training Ground
- Act as the main point of contact on a matchday for all visiting guests and Oxford United staff, players and parents.
- Provide administrative and operational assistance to the Head of Academy Operations Secretary.
- Set up all relevant changing rooms to be in use for the fixtures taking place on each matchday.
- Ensure changing rooms are safe for use and have been appropriately cleaned by cleaning staff before use.
- Display all 'matchday logistics' information sheets around the Training Ground for fixtures.
- Update notice boards with pitch and changing room allocations for all teams.
- Coordinate parking available for any team coaches, away team support staff and match officials.

- Ensure pitches in use for fixtures are safe and an appropriate level of seating is available to players and staff from both teams.
- Meet and greet all match officials upon arrival and ensure they are made to feel welcome at the venue.
- Liaise with the Referee Coordinator and Assistant Academy Secretary for any late changes to match official appointments.
- Meet and greet all visiting team players, staff and parents and direct people to the appropriate places.
- Ensure any spectators are aware of the relevant facilities available to them and know where they are able to observe fixtures.
- Monitor adherence to the player and parent code of conduct in place at the Academy.
- Meet and greet all visiting scouts, ensuring that accreditation is checked with matchday Stewards and that they are escorted to the appropriate section of the venue to view the fixture.
- Liaise with matchday Stewards to ensure the safety of all people in attendance at the venue is accounted for.
- Coordinate matchday Stewards to ensure that parking levels are monitored and appropriately managed to ensure the safety of everyone at the venue.
- Coordinate the exchange of team sheets between Head Coaches and Captains for any U18 fixtures.
- Print and distribute team sheets to all spectators and scouts for any U18 fixtures.

Person Specification

- Committed, enthusiastic and passionate about the development of young people.
- Ability to work both independently and as part of a team.
- Strong empathy and communication skills set.
- Able to adapt to the demands of the job and needs of the players and other staff.
- Dedicated to self-improvement and continuous professional development.
- Committed to working to and promoting the values & philosophy of Oxford United.

Qualification/Experience Requirements

Essential

- GCSE English & Math grade C and above (or equivalent).
- Experience working in an logistical role.
- Experience working within an Academy or similar setting.
- Valid Driving Licence.
- Valid Safeguarding Certificate.
- Valid DBS Enhanced Disclosure.

Desirable

- Experience of working with football regulations.
- Experience of managing others.
- Experience of EPPP Audit process.
- Experience of working in Cat 1/Cat 2 Academy.
- Based geographically close to Oxford.

Applying for the Role

Applications in writing with a covering letter and CV detailing your experience and suitability for the role.

Please provide the names of two industry referees who you would be happy for us to contact within your application.

Applications by email to Assistant Academy Manager Matt Jarvis by email – mjarvis@oufc.co.uk

Safeguarding Declaration

Oxford United Football Club is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by a CRC should be declared. Relevant information and / or documents will be distributed as part of the recruitment process.

Equal Opportunities Declaration

Oxford United Football Club is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant receives less favourable treatment on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity.

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