



Blackburn Rovers Football & Athletic Ltd

Job Description

Job title:	Academy Secretary
Department:	Academy Administration & Operations
Based at:	Blackburn Rovers Academy, Brockhall Village, Old Langho, Blackburn BB6 8BA
Reports to:	Head of Academy
Responsible for:	N/A
Hours of work:	37.5 hours per week plus any additional hours necessary for the performance of duties. This may include occasional weekend work when required.
Contractual Status:	Permanent
1. Job purpose:	To provide high-level administrative and operational support to the Academy and Senior Management Team (SMT), ensuring the effective implementation of the Academy Performance Plan (APP). The role is pivotal in maintaining compliance with EPPP and FA/PL/EFL regulations, player registrations, safeguarding processes, and supporting a high-performance, player-centred environment. The Academy Secretary also acts as a key liaison between the Academy and external stakeholders, including the League, parents, and partner organisations.
2. Duties and responsibilities:	- To be committed to ensuring the safeguarding and welfare of all stakeholders, promoting their well-being whilst maintaining professional boundaries Strategic & Operational Support - Support the SMT in the delivery, review, and evaluation of the Academy Performance Plan. - Ensure operational alignment with the Academy's five strategic pillars: Identify, Develop, Build, Enable, and Protect. - Coordinate cross-departmental communication and scheduling to support a seamless player and staff experience. Administrative Duties - Manage all administrative aspects of the games programme (U9 to U21), including itineraries, match officials, opposition liaison, and matchday documentation. - Maintain and update digital platforms (e.g., Teamworks, MyConcern, Football Intelligence Platform, iFAS, FIFA TMS). - Attend and minute internal meetings, uploading records to relevant systems. - Attend relevant external meetings on behalf of the Club. - Manage petty cash and financial transactions related to Academy operations. - Production of Scholarship Agreements / Project Manage annual Scholarship signing events Staff Coordination - Maintain accurate and secure records in line with Club and FA requirements. - Assist with the management of the holiday tracking system and support the implementation of staff appraisals and CPD tracking.



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	Key Relationships Internal: - Academy SMT - Coaching, Medical, Recruitment, Education & Player Care, and Performance Analysis teams - Support Staff - Club HR and Safeguarding - Head of Football Administration & Football Administration Manager External: - Premier League, EFL, and FA representatives - Other Academy Clubs - Parents - Agents and Scouts
3. Skills required:	- Excellent organisational and time management skills, with the ability to prioritise and manage multiple tasks in a fast-paced environment. - Strong interpersonal and communication skills, both written and verbal, with the ability to liaise confidently with a wide range of stakeholders. - High level of attention to detail and accuracy in administrative processes and record-keeping. - Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint) and digital platforms such as FiP, Teamworks, and safeguarding systems (e.g., MyConcern). - Ability to work independently and collaboratively within a multidisciplinary team. - Discretion and professionalism when handling confidential and sensitive information. - Proactive approach to problem-solving and continuous improvement. - Ability to lead and manage support staff effectively, including performance management and development planning.
4. Knowledge required:	- In-depth understanding of EPPP regulations and the operational requirements of a Category 1 Academy. - Familiarity with the Academy Performance Plan and its five strategic pillars (Identify, Develop, Build, Enable, Protect). - Knowledge of safeguarding legislation, policies, and best practices in youth football. - Awareness of matchday operations and administrative requirements across all Academy phases. - Knowledge of financial procedures related to petty cash, timesheets, and budget tracking. - Familiarity with the structure and expectations of multidisciplinary collaboration in elite youth development environments.
5. Qualifications required:	Essential: - Proven experience in administration and operations within a sporting or educational environment - Strong organisational and communication skills



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	• Understanding of safeguarding and welfare practices • Proficient in Microsoft Office and digital platforms (e.g., FiP, Teamworks) Desirable: • Experience in a Category 1 Academy • Familiarity with EPPP and Academy audit processes • Leadership or management qualification
DBS check required:	Yes (enhanced)

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

How to Apply

Due to high-levels of interest, this post may close early so early application is advised, otherwise the closing date for this role is **5pm on Tuesday 11th November 2025**.

To apply, please submit your application through the EFL I-Recruit platform [HERE](#)

Equality and Diversity

Blackburn Rovers FC 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 or employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.

Safer Recruitment

Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.



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