

RECRUITMENT PACK



Job Description

Job Title	Youth Development Administrator
Department	Youth Development
Reports to	Youth Development Manager
Location	Cledara Abbey Stadium
Salary	£27,000 to £30,000 subject to skills and experience
Hours	40 hours per week, worked flexibly, to include weekday evenings and matchdays
Role Summary	To undertake the role of Youth Development Administrator, providing high-quality administrative and operational support to the Programme Managers and Youth Development Manager. The role requires a motivated, dedicated, and proactive individual who thrives in a fast-paced, innovative environment and is committed to delivering excellent service. Responsibilities include managing Youth Development administration, coordinating effective communication with key internal and external stakeholders, and ensuring the smooth running of departmental activities. The post holder will also oversee and coordinate safeguarding processes and associated training across the department, ensuring compliance with current legislation, promoting safeguarding awareness, and providing guidance and support to staff in fulfilling their safeguarding responsibilities. The role is integral to maintaining a safe, effective, and well-organised Youth Development provision.
Key Job Outcomes	Administration and Operational Support • Provide comprehensive administrative support to the Programme Managers and Youth Development Manager, ensuring the efficient operation of all Youth Development programmes and activities. • Coordinate and administer bookings through the Venue Management System (VMS) and other relevant management platforms, ensuring accurate records and efficient scheduling. • Organise and oversee administrative arrangements for venue hire, tours, events, holiday courses, and other Youth Development activities. • Manage customer transactions, process payments, and complete end-of-day and end-of-week banking procedures accurately. • Administer payroll processes across the Youth Development department and holiday programmes.

- Undertake additional duties and responsibilities, commensurate with the role, as reasonably requested by the Youth Development Manager and Girls' Development Manager.

Stakeholder Communication and Customer Service

- Act as a first point of contact for internal and external stakeholders, managing telephone and email enquiries professionally and resolving issues effectively.
- Deliver exceptional customer service standards while maintaining effective communication across all departments and stakeholders.
- Work collaboratively with colleagues across departments to support a multidisciplinary approach and ensure the effective delivery of Youth Development programmes.
- Communicate relevant football regulations, policies, and governing body requirements to staff, ensuring compliance with club and regulatory obligations.

Safeguarding, Compliance and Governance

- Coordinate all safeguarding administration across the Youth Development department, supporting compliance with safeguarding legislation, policies, and best practice guidance.
- Assist with the management and organisation of safeguarding processes for Youth Development staff and coaches, ensuring appropriate records are maintained.
- Act as the department's DBS Disclosure Manager, overseeing DBS applications and maintaining accurate records on the Single Central Record (SCR).
- Monitor safeguarding training compliance across the department and ensure all staff complete mandatory training within required timescales.
- Support the planning, implementation, monitoring, and reporting of departmental policies and procedures, including Safeguarding, Health & Safety, Equality, Diversity and Inclusion (EDI), and Human Resources.
- Ensure all safeguarding responsibilities are fulfilled in line with the Club's commitment to protecting children and adults at risk.

Recruitment, Induction and Workforce Administration

- Support the recruitment of Youth Development staff, ensuring safer recruitment checks are completed and accurately recorded.
- Coordinate onboarding and induction processes to ensure new staff understand departmental expectations, culture, policies, and safeguarding responsibilities.
- Maintain accurate workforce records and support staff compliance with mandatory training requirements.

Programme and Player Administration

- Maintain accurate player registration, personal information, and medical records, ensuring compliance with data protection and governing body requirements.
- Administer the registration of Girls' Under-18 players with The Football Association and associated leagues.
- Coordinate all Girls' Under-18 fixtures, including venue bookings, match officials, team sheets, and communication with opposition clubs and league representatives.
- Manage all administrative aspects of Youth Development tours, ensuring compliance with safeguarding, travel, accommodation, and organisational requirements.

Financial Management and Reporting

- Produce, monitor, and maintain programme budgets, profit and loss reports, and financial tracking documentation across Youth Development programmes and holiday camps.
- Support financial administration processes, ensuring accurate record keeping and reporting.

	Professional Development • Demonstrate a commitment to continuous professional development (CPD) by attending relevant training, meetings, workshops, and development opportunities. • Maintain up-to-date knowledge of safeguarding legislation, football regulations, and best practice guidance relevant to the role.
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This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Person Specification

Skills, Knowledge, Qualifications & Experience	Required	Desirable
Educated to degree level or equivalent		✓
Valid Full (UK) Driver's License	✓	
FA Safeguarding children workshop	✓	
Advanced DBS Disclosure	✓	
Emergency First Aid Certificate	✓	
Experience of delivering excellent customer services	✓	
IT Skills, including Outlook, Word, and PowerPoint	✓	
Previous experience of events and/or facility operations	✓	
Knowledge of rules and regulations within youth football	✓	
Knowledge and experience of policy development and implementation	✓	
Experience of working in a professional sports club		✓
Experience of complying with EFL operational requirements		✓
Strong organisational and administrative skills	✓	
Excellent communication skills	✓	
Accurate timekeeping skills	✓	
Personal Qualities/Attributes		
Hardworking and enthusiastic	✓	
Excellent organisational skills and attention to detail	✓	
Reliable and committed	✓	
Ability to work independently and as part of a team	✓	

Able to communicate effectively	✓	
Willingness to work weekday evenings	✓	
Excellent team player and motivator	✓	

Application Process

Application Instructions	Interested applicants should apply by submitting their application form, CV and Cover Letter, applications which do not include all documents will not be reviewed.
Application Closing Date	30 th August 2026
Interview Date(s)	First Interview 3 rd September, if you are successful at this stage there will be a Second interview on 10 th September
Start Date	November 2026
Mission, Vision & Values	Mission Cambridge United aspires to compete at the highest level of the English Football League, whilst operating a financially sustainable football club embedded within the heart of its community. We are custodians with a collective responsibility to protect and enhance the Club for future generations. Vision <i>Creating Memories</i> We engage current and future generations of supporters by creating memorable moments. <i>Driving Standards & Performance</i> We will evolve by driving standards and performance through self-reflection and education. <i>Enhancing Lives</i> We are an inclusive Club that is United in Endeavour to enhance lives through the power of sport. Values We engage positive and inspiring characters who are committed to serving and strengthening our community, by adopting our 3 keys values. <i>Teamwork</i> We achieve more through working together than alone and are United in Endeavour.

	Hard Work We are committed to learning and working towards our pursuit of excellence in everything we do. Humility We will celebrate each other's successes and recognise that no individual is greater than the collective.
Employability Statement	Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
Safeguarding Statement	Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks. The post holder will be required to undergo Safeguarding training periodically.
Equality, Diversity & Inclusion	Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We are committed to creating an inclusive workplace and welcome applications from disabled candidates. If you require any adjustments during the recruitment process, please let us know. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate based on age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010. https://forms.office.com/e/WkrhMHMzzL