



Wycombe Wanderers Academy require a hard-working, open-minded, passionate and humble individual within the role of Academy Operations Assistant.

The purpose of the role will be to contribute to a world-leading environment by providing operational support through organisation, preparation, planning and communication within the U16 Academy programme.

This role will be well suited to someone already studying Football Management/Administration and aiming to embark on their journey into the industry.

This exciting new position in our Academy will be responsible for:

- Minuting U16 meetings and distributing notes/actions to relevant personnel
- Liaising with the Academy Kit Lead to ensure all U16 academy training and matchday kit is prepared and transported to and from U16 training and matchdays sessions
- Ensuring equipment remaining at the U16 training facility is stored appropriately & secured post session/games
- Liaising with the Academy kit lead to ensure all U16 staff are provided with the appropriate kit and equipment to assist them within the execution of their roles
- Liaising with U15/16 Lead Coach & Recruitment lead to arrange fixtures for the designated days throughout the season, leading on all related operational tasks
- Ensuring security is organised for U16 sessions and fixtures, providing them with a register of expected attendees
- Lead on communication with parents with regards to invites to the U16 programme and accompanying relevant documentation
- Lead on registering players and allocating training kit on arrival to U16 training sessions
- Support with the wider operational aspects of the Academy Operations Department where required for both U18 and U21 Programmes

Qualifications & Experience

- Strong organisational and administrative skills with proven ability to manage multiple tasks effectively
- Excellent written and verbal communication skills
- Competent IT skills, including Microsoft Office (Word, Excel, Outlook, PowerPoint) and basic database management

- Ability to work independently and as part of a team in a fast-paced environment
- Strong attention to detail and ability to follow processes accurately
- Flexibility to work evenings, weekends, and matchdays as required
- A proactive and problem-solving mindset with the ability to take initiative
- Full UK driving licence and access to a car
- Commitment to safeguarding, equality, diversity and inclusion

Organisation: Wycombe Wanderers FC

Job Title: Academy Operations Assistant

Department: Academy Operations

Location: Harlington / Uxbridge, Greater London

Hours: Tuesdays & Thursdays 15:00-21:00 with additional 5 hours to be worked where required. This is a part-time role requiring flexibility to work evenings and weekends. This is a fixed-term role through to August 1st 2026.

Salary: £12,000