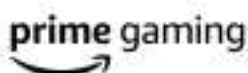




## Job Description: Academy Operations Manager

Issued 13/09/21

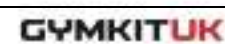
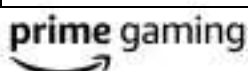
<b>Job Title</b>	Academy Operations Manager
<b>Department</b>	Academy
<b>Reports To</b>	Academy Manager (Academy), Chief Executive Officer
<b>Direct Reports</b>	Academy Welfare Officer, College Programme Lead
<b>Key Contacts</b>	<p><u>Internal</u> – Club Secretary, CEO, First Team Manager, Head of Recruitment, Academy Manager, Head of Coaching, Lead Academy Coaching Staff, Part Time Coaching Staff, Lead Academy Physio, Lead S&amp;C Coach, Head of Academy Recruitment, College Programme Lead, Welfare Officer</p> <p><u>External</u> – Opposition Clubs, Host families, Parents, Marriott School, VLUK, PMA, Regulatory Bodies (EFL, The FA, PFA, LFE, and Herts FA), Local Authorities</p>
<b>Budgetary Responsibilities</b>	Full responsibility for Education & Development Programme. Support of Academy and Pathway budgets.
<b>Location</b>	Based at Shephalbury Sports Academy, Broadhall Way, Stevenage, Hertfordshire, SG2 8NP with occasional duties at the Clubs First Team Training Ground and Stadium both located within 2 miles of the stadium. Due to the nature of the post, evening and weekend work may be required.
<b>Hours</b>	40 hours per week
<b>Job Purpose</b>	<p>To be responsible for the organisation, planning and delivery of the Club’s Academy operational and administrative activities.</p> <p>The primary focus of the role shall be to ensure all regulatory aspects of the EFL’s EPPP framework are met, whilst providing a safe environment for the staff and players to develop within.</p>
<b>Remuneration</b>	Salary commensurate with skills and experience.





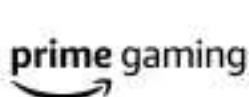
## Roles & Responsibilities: Academy Operations Manager

Role Responsibilities & Key Duties	
1	To lead the Academy's delivery of administrative, operational, logistical and other support services in consultation with the Academy Manager and Chief Executive.
2	To act as the principal point of contact between the Academy and the English Football League/Football Association for all strategic and operational matters.
3	To support the Chief Executive in developing Academy and Football Department application to achieve the Equality Code of Practice.
4	To oversee the effective arrangement of all fixtures for Academy teams and to ensure that our liaison with opposition clubs (in relation to logistical details including venue arrangements, accommodation, kit, administration and equipment) is conducted in an efficient and professional manner.
5	To lead all processes in relation to administrative, registration and regulatory requirements with the English Football League, and FA, and to liaise closely with the Club Secretary to ensure that all governance is compliant.
6	To ensure that Match Officials are organised for all 11 v 11 fixtures across all relevant age groups, Education & Development Programme, and Pathway Programme Fixtures, ensure Match Officials are paid on the day of the fixture, and receipts are received for these payments.
7	To oversee the management of all logistical/operational issues affecting the Academy at Shephalbury Sports Academy, The Lamex Stadium, Bragbury End, Marriott's School and any other appropriate venues.
8	To liaise with VLUK and Marriott's School to ensure all SLA commitments are honoured for the Education & Development Programme.
9	To liaise closely with the Academy Head of Recruitment, the Club Secretary, and the Head of Coaching in respect to all matters relating to the recruitment, registration and release of Academy players ensuring that the Club/EFL/FA guidelines and protocols are adhered to.
10	To liaise closely with the Academy Head of Education and Welfare Officer in respect of all administrative and logistical arrangements required to deliver a comprehensive Education and Welfare Programme.
11	To lead and manage the administrative requirements of the EPPP across the Player Performance Pathway, and to liaise with all Academy Senior Management Team members (AMT) to ensure that KPI Performance Targets are adhered to.
12	To develop a comprehensive understanding of all relevant EPPP requirements.
13	To manage the distribution to Academy players, and their parents/guardians, all information relating to the arrangement and staging of training sessions and Games and to provide them as agreed with the Academy Manager / Head of Coaching via the Player Management Application (PMA)
14	To agree with the Academy Manager, and Finance Manager, and implement effective financial processes relating to budgetary control, purchases and invoices and other Academy financial transactions.
15	To ensure the arrangement of all CPD and training courses are up to date as per the staff central single database so that DBS and other licence and qualification requirements are in place.
16	To be a key member of the Academy Senior Management team and to proactively contribute to Academy discussions and decisions.
17	To be a key member of the Technical Board team and to proactively contribute to all Academy discussions.
18	To resume the role of Academy Safeguarding Officer and possess/develop a working knowledge of Safeguarding Children regulations.
19	Further duties as required by the Academy Manager & Chief Executive.
20	To Manage the Welfare Officer on all compliance matters, and situations that may occur.
21	To lead and direct the work of the Education & Development Programme Site Leaders.





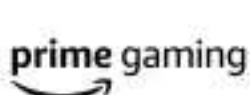
<b>Office Management &amp; General Duties</b>	
<b>1</b>	Ensure the office is maintained conducive to a professional, working environment.
<b>2</b>	Answer all calls – first point of contact.
<b>3</b>	Order all stationary where and when applicable.
<b>4</b>	Filing updated weekly and in an accessible fashion.
<b>5</b>	Player Management Application (PMA) Super User / Administrator.
<b>6</b>	Elite Player Performance Plan (EPPP) Adminsitrator
<b>7</b>	Minute all Academy Management Meetings, Technical Board, and HR Meetings
<b>8</b>	Attend FL/LFE meetings when appropriate
<b>9</b>	Support all Heads of Department with correspondence and administration
<b>10</b>	Monitor the budget of income and expenditure and provide regular updates to the Academy Manager and Chief Executive
<b>11</b>	To oversee the Human Resources function for the academy including but not limited to Safe Recruitment, New Starters, Induction, Discipline, and Contracts.
<b>12</b>	Support to ensure the Academy is Health and Safety / COVID compliant.
<b>Designated Safeguarding Officer</b>	
<b>1</b>	Working with others within the organisation to create a positive, child-centred environment within the sport.
<b>2</b>	Play a lead role in developing and establishing the organisation’s approach to safeguarding children and young people – a key role within the organisation
<b>3</b>	Manage cases of poor practice and abuse reported to the organisation – including records system.
<b>4</b>	Manage referrals to children’s social-care services and the police.
<b>5</b>	Central point of contact for internal and external individuals and agencies.
<b>6</b>	Represent the organisation at external meetings related to safeguarding.
<b>7</b>	Coordinate the review and dissemination of policy, procedures and resources throughout the organisation.
<b>8</b>	Provide advice and support to regional/county welfare officers and play a lead role in their recruitment, selection and training.
<b>9</b>	Advise on the organisation’s training needs and the development of its training strategy; provide training where appropriate.
<b>10</b>	Play a lead role in maintaining and reviewing the organisation’s implementation plan for safeguarding and protecting children.
<b>11</b>	Ensure safeguarding standards are met and maintained, keep own knowledge and skills up-to-date and attend EFL CPD events where required.





## Person Specification - Academy Operations Manager

Qualifications		Essential	Desirable
1	A strong academic background, preferably to degree level (or equivalent)	Y	
2	HE Cert in Professional Sport and Administration		Y
3	Safeguarding & Child Protection	Y	
4	Health & Safety qualification (IOSH or equivalent)		Y
Skills, Knowledge & Experience			
5	A detailed understanding of player registration issues and processes.	Y	
6	A high level of competence in relation to budgetary management and control.	Y	
7	Exceptional administrative and organisational skills.	Y	
8	Solid facility/logistical/operational management experience in a service sector/football environment	Y	
9	Valid full UK driving licence.		Y
10	IT Skills to include a very high level of competence using Excel, Word, and PowerPoint.	Y	
11	Experience of planning, delivering and organising logistical requirements in relation to football matches, training sessions, tournaments, and tours.	Y	
12	Ability to liaise empathetically and effectively with young players, parents, scouts, coaches, and club senior management.	Y	
Attitude/Behaviours			
13	A professional "can do" attitude with strong organisational and administrative skills.	Y	
14	A decision-making leader	Y	
15	A desire to seek solutions	Y	
16	A genuine team player	Y	
17	Empathy with young people and their challenges	Y	
Personal Qualities			
18	A dynamic, hardworking and enthusiastic individual	Y	
19	Excellent communicator	Y	
20	Proactive decision maker	Y	
21	Takes responsibility for ensuring a high quality of work	Y	
22	Demonstrated enthusiasm and is personally committed to achieving agreed objectives.	Y	
23	Is receptive to feedback about their open behaviour, strengths and areas for self-development.	Y	
24	Displays a high level of confidentiality	Y	
25	Meticulous attention to detail	Y	
26	Flexibility and willingness to learn	Y	
27	Loyal and committed	Y	





## Application Process: Academy Operations Manager

<b>Application Instructions</b>	<p>Interested applicants should write to or email to the Club outlining their suitability for the role in the form of a Cover Letter and submit a copy of their C.V.</p> <p>Application Postal Address: FAO Molly Bryant, Stevenage Football Club, The Lamex Stadium, Broadhall Way, Stevenage, Herts, SG2 8RH</p> <p>Email Applications to: <a href="mailto:info@stevenagefc.com">info@stevenagefc.com</a></p>
<b>Application Deadline</b>	Midday on Friday 24 <sup>th</sup> September 2021
<b>Interview Date</b>	Week Commencing Monday 27 <sup>th</sup> September 2021
<b>Role Start Date</b>	October/November 2021 subject to notice periods.
<b>Employability Statement</b>	Stevenage Football Club is committed to being an equal opportunities provider and welcomes applicants from all members of the community. Should you require assistance with your application please contact the Club in advance of your submission.
<b>Equal Opportunities Statement</b>	<p>Stevenage Football Club is an equal opportunities employer and staff will be regarded equally and will be given equal opportunities irrespective of sex, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin.</p> <p>Further training on Anti-Discrimination and Inclusion is available to all.</p>
<b>Safeguarding Statement</b>	<p>Stevenage Football Club is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.</p> <p>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 the DBS should be declared".</p> <p>Relevant information and / or documents will be distributed as part of the recruitment process.</p>

