



Bristol Rovers Football Club Job Description

Job Title :	Head of Academy Operations & Safeguarding
Line Manager:	Academy Manager
Hours/Salary	37.5 Hrs
Overall Purpose of Job:	
<p>The Head of Academy Operations & Safeguarding is a multi-skilled role that requires a sound understanding and awareness of EFL Academy processes and procedures. The post holder will support the Academy's delivery of operational and safeguarding, working closely with key stakeholders, both internally and externally, to drive forward the Academy and Club's aspirations to gain EPPP Category two status.</p>	
Main Responsibilities	
<ul style="list-style-type: none">Manage the Academy's delivery of administrative, operational, logistical and other support servicesAct as the point of contact between the Academy and the English Football League/Football Association for administrative and operational mattersOversee 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 compliantTo liaise closely with the Academy Manager, 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.Arrange and coordinate all academy fixtures and tours, including dealing with opposition clubs, and arranging catering/transportation/accommodation/kit/administration/equipment/Scouts if requiredEnsure match officials are organised for all fixtures across all relevant age groupsMaintain databases and filing system for Academy players, Scholars and StaffAssist Academy Staff to ensure players and their parents receive an appropriate induction on entry to the Academy programme and communicate with parents on academy mattersAdministrative requirements of the EPPP process across the Player Performance Pathway, and to liaise with Academy management to ensure that KPI Performance Targets are adhered toCommunication distribution to Academy players, and their parents/guardiansArrange team meetings, take minutes and action pointsIn collaboration with the Academy Designated Safeguarding & Player Care Officer:<ul style="list-style-type: none">develop a understanding of the Academy Players welfare needsresolve Academy welfare and safeguarding issuesTo safeguard and promote the welfare of children and young people and ensure all club staff and volunteers, parents and players/children understand their role in safeguarding children, young people.Report and refer child protection and/or poor practice complaints in line with policy guidance advised by The Football League and The Football Association.Deal with any complaints about poor practice in line with the Club's Safeguarding Complaints Procedure.To keep records of any incidents relating to the welfare of any child.Ensure all staff/volunteers working with children (appropriate to their role) have an enhanced DBS / CRC clearance for work in football. Renewed every 3 years in line with FA and FL guidance.Ensure the club has in place appropriate policies and procedures for identifying, responding to and reporting concerns or disclosures of abuse.Disseminate to all staff working with children, up-to-date legislative and good practice requirements in relation to safeguarding children.	

- To liaise with all parents and authorities in respect of any Safeguarding complaints. Report regularly to the Safeguarding Senior Manager / Board on Safeguarding matters.

Experience/Qualifications/Training

Essential:

- Excellent working relationships with Academy, scholars, parents and other key contacts across the business
- Professionally robust with the drive and enthusiasm to set high standards and drive the Academy forward
- Excellent organisational and time management skills
- Able to work reactively as well as proactively
- Excellent written and verbal communication skills
- Sound working knowledge of Microsoft Office including Word, Excel, Powerpoint as well as Keynote
- Inquisitive nature and able to keep on top of evolving policies and processes
- Experience dealing with key stakeholders, Premier League, EFL, LFE
- Motivated, passionate with a 'can do' and flexible approach to work and working hours
- Hold a full UK driver's licence
- EFL experience of safeguarding process and protocols
- My concern experience

Desirable:

- Knowledge and working experience of a football Club or sporting environment
- Welfare qualification
- Experience of working in Cat 3 Academy