



# ACADEMY MANAGER

## Job Description

Job details	
<b>Job title:</b>	Academy Manager
<b>Location</b>	Bristol Rovers football club, the Memorial Stadium, Filton Avenue, Bristol
<b>Hours:</b>	37.5 hours per week (this is a head of department position; flexibility and occasional additional or unsocial hours are a requisite of the role)
<b>Responsible to:</b>	CEO
<b>Team:</b>	Academy Management Team
<b>Responsible for:</b>	
<b>Job Purpose:</b>	<p>To be directly responsible for the overall management and direction of the club's Academy program to ensure the Academy can achieve the club's vision of producing homegrown players who can progress into the Bristol Rovers 1<sup>st</sup> Team.</p> <p>To be directly responsible for ensuring the Academy meets Football League requirements to maintain EPPP status.</p>

### PRINCIPLE ROLE AND RESPONSIBILITIES

1.	To work closely with the Executive Directors on all matters relating to the control and direction of the Academy, with the objective of nurturing outstanding young players to develop into the club's First Team.
2.	To set in agreement with the Board; the Academy annual budget and ensure quarterly budgetary meetings occur to monitor expenditure
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4.	Provide an Academy progress report to the Board on an annual basis and other written documents and presentations as requested.
5.	Attend quarterly Technical Board meetings to represent the Academy and the Academy Coaching programme to discuss key technical progress within the club and ensure the football philosophy is continuous.
6.	Advise the Head of Coaching on all matters relating to the management, direction and organisation of coaching throughout the Academy in relation to the club's football philosophy
7.	Advise the Head of Coaching on all matters relating to the management, direction and organisation of coaching throughout the Academy in relation to the club's football philosophy



	Facilitate 6 weekly Academy Management Team meetings to discuss Academy progress and update other all members in relation to departmental KPI's.
8.	Ensure full compliance with all rules and regulations set by the Football Association, Football League/Premier League and ensure the production of all documents requested by such bodies within the set time frames.
9.	Manage the EPPP Audit process over a three-year cycle. Ensure that all EPPP audit criteria are monitored and implemented throughout this period.
10.	Determine the duties and activities of all Academy staff through appropriate job descriptions reviewed annually
11.	Ensure annual staff appraisals occur to provide focus and direction for continued improvement of staff and their development in line with the club philosophy
12.	Outline the philosophy, aims and objectives of the Academy to staff, players, parents and key stakeholders ensuring that they are fully aware of their responsibilities within the overall vision for the club
13.	Facilitate the management and reporting of player information to parents and schools
14.	Attend academy games at all age levels ensuring good communication with staff, players and parents and monitor standards of play and match day procedures
15.	Work in co-operation with other key departments within the Club to ensure excellence is delivered in every area of the program
16.	Ensure a bespoke player review system is in place across all phases that meet the needs of the players, parents and staff as well as meeting EPPP mandatory criteria
17.	Be responsible for the appointment of all Academy staff in consultation with relevant heads of department and the Executive Directors
18.	To manage full time staff meetings on the academy programme in all phases and lead on all Academy Management Meeting
19.	Work in co-operation with the Heads of Department on the continued development of a leading Education, Life Skills and Day Release programme that fits with the club's player development model.
20.	To ensure all policies, practices and procedures relating to Youth Development and the Safeguarding of Young people are implemented and updated annually alongside academy designated safeguarding officer and senior safeguarding manager
21.	To ensure all policies, practices and procedures relating to the Clubs Health & Safety, Equality and safeguarding are implemented and updated annually alongside key stakeholders
22.	To undertake all other tasks as required by the Executive Directors or the Club's Board
23.	To abide by all club policies including (but not exclusive to) safeguarding, equality and health & safety

**Person Specification**

<b>Education, Experience and Knowledge</b>		<b>Essential</b>	<b>Desirable</b>
1.	UEFA A Licence	✓	✓



2.	UEFA Pro Licence		✓
3.	Masters Sport Management		✓
4.	Coach Educator / Accredited Tutor experience		✓
5.	FA Advanced Youth Award	✓	
6.	FA Youth Award	✓	
7.	Valid FA Licenced Coaches Club membership	✓	
8.	Experience of coaching within the relevant age groups (preferably in an Academy/Player Development environment)	✓	
9.	Extensive line management experience within a senior management role	✓	
10.	Extensive knowledge and understanding of the EPPP process	✓	
11.	Computer skills (Word/ Excel/ Access)	✓	
12.	High levels of communication skills, both orally and written.	✓	
13.	Personable and enthusiastic with a strong work ethic.	✓	
14.	DBS check undertaken	✓	✓

**Safeguarding Statement**

Safeguarding Statement Bristol Rovers FC Football Club is committed to safeguarding the welfare of children and young people and expects all staff and Volunteers to endorse this commitment. This post requires an Enhanced Disclosure and Barring Service Check (DBS) 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". Relevant information and / or documents will be distributed as part of the recruitment process.

**Equality, Diversity and Inclusion**

Equality, Diversity and Inclusion Bristol Rovers FC Football Club's commitment to Equality, Diversity and Inclusion is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status or civil partnership race, nationality, ethnicity (race), religion or belief, ability or disability, pregnancy or maternity and to encourage equal opportunities (Protected Characteristics, Equality Act 2010). Employees of Bristol Rovers FC Football Club must ensure a positive commitment towards equality, diversity and inclusion by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

**How to Apply**

Please send a CV, covering letter and salary expectation to [recruitment@bristolrovers.co.uk](mailto:recruitment@bristolrovers.co.uk)