



HEAD OF ACADEMY: JOB SPECIFICATION

The Head of Academy will oversee the football development within Weston-super-Mare AFC. This post is to improve the ongoing development of Weston-super-Mare AFC by using the outstanding football Academy already in operation.

This post requires high quality organisational, management, coaching skills and player knowledge and recruitment.

Salary: £15,000-£16,500 (depending on qualifications and experience)

Hours per week: 20-25 per week average based on term and season time

Annual Leave: 28 days (including Bank Holidays), to be taken outside the football season

Responsible For: The Lead Phase Coaches and the Academy Coaches and recruitment team

Responsible to: The Relevant Director

You will be responsible to a Director of the Board and will be required to devise and implement a technical football programme that contributes to the clubs ongoing development programme for 6-19 boys.

Your primary role will be to manage the whole academy programme by appointing all coaches and supporting them in their roles, also supporting the first team manager on training and match days.

It is essential that you have a UEFA A Licence or minimum UEFA B and working towards your A license and continue development and updating of qualifications, a sound understanding of football development, the ability to work as part of a team and also have good organisational and communication skills.

Duties as the club's Head of Academy you will be responsible for:

- Devising, implementing and delivering suitable training programmes for all academy coaches in line with the club playing philosophy
- Monitoring all team's preparation throughout the week and in particular on match days and report to the board.

- Attend the club training evening on Tuesday and Thursday which covers the 16's, 18's, 19's and 1st team training. Attend any other training sessions as and when required to monitor player and coach development.
- Monitor the training for the under 19's and 18's training and matches.
- Monitor Saturday morning academy home matches
- Attend 1st team home matches
- With the support of the marketing team, ensure that the academy product is marketed professionally at all times, using the academy social media pages.
- Ensure that the Head of Recruitment and his scouting team achieve the target numbers and help with the identification of high calibre players as set out by the Board in the annual budgets and academy vision statement.
- Ensure a strong contact is maintained with the club finance administrator and access to the booking system to help with the parent contact with regards to payment of fees.
- Ensure that the presentation nights and sign on events are conducted to a professional level with the support of the head of each phase.
- Updating and safe keeping of players' and training data, ensure all coaches keep registers recording players' attendance and participation at sessions
- Attendance at relevant coach education courses, seminars and conferences to ensure that you are familiar with current coaching practice.
- To provide a major influence within the Football Department through an energetic and inspiring approach allied to effective communication and organisational skills.
- Provide a quarterly report to the Board of players and team development withing the 6-19 academy programme.
- Promote Weston-S-Mare AFC within the local and surrounding community by establishing and maintaining a network of contacts on behalf of the Club.
- To deputise for and support the 1st team Football Management, where appropriate.
- Liaison with the Managing Director and other institutions to ensure successful integration of both academic study and Football Academy input into individual student programmes

- With regular meetings with Weston College help to develop the 16-19 academic provision by working with the Sports Academy and Enrichment Manager to create a rigorous annual training and competition strategy, taking into consideration key areas such as strength and conditioning, analysis and technical sessions.
- To ensure that all OFSTED requirements are met for Weston College for the football academy students.
- Supporting the preparation and implementation of Weston College's sports player recruitment strategy, induction and assessment.
- Delivery of external coaching workshops and CPD sessions to the Football community to enhance our grass routes relationships
- Ensure that strong links are maintained with the local professional clubs to improve our player recruitment and quality at 16-23. This would be achieved by attending exit trials, also the local professional clubs could push the players that are released at 16 to us.
- Ensure effective management of the Football Academy resources in line with the budgets provided by the board.
- Undertake any other reasonable duties as requested from time to time by the Board.
- Field all general enquires through the email contacts.
- With the support of the Head of phase managers, ensure that coaches are appointed to meet the clubs aims and objectives for all phases in the academy.
- Ensure the website and booking system are up to date.
- Ensure all coaches adhere to the own job specs, including the management of kit and equipment.
- Ensure all coaches are qualified to the required club standards to meet the charter standard status.

Other Reasonable Duties

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

Safeguarding

The Club is committed to safeguarding, child protection and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. You will be required to have a Disclosure and Barring Service check along with other relevant employment checks.

PERSONAL SPECIFICATION

Experience/Key Skills

Proved track record of delivering elite training and player development

Communication, both oral and written, able to use a range of techniques and styles to ensure that communication is timely, clear and effective, to both individuals and groups, including players, coaches and support staff, members of club staff, other sporting bodies and outside organisations.

Personal Organisation, able to work in a methodical and organised way to achieve goals and ensure maximum efficiency and effectiveness.

Adaptability, able to adapt to a complex, ever changing work environment including adopting a flexible approach and reacting positively to changing circumstances.

Accountability, able to ensure the successful completion of every task or activity they undertake at work including having a positive, can do attitude in their pursuit of their goals and duties.

Teamworking, recognising responsibility as a team member to include providing active support and loyalty, valuing individuals for their knowledge and contribution, encourage everyone to contribute and to ensure fellow team members are fully informed of matters that may affect them.

Quality & Customer Service, able to demonstrate clear commitment to achieving high levels of customer service to staff and students.

Self Development, the ability to recognise the responsibility to develop oneself and proactively seeking assistance to meet development needs.

Respect for Race, Equality and Diversity, Sees issues from another person's point of view. Is polite, tolerant and patient when dealing with people. Treating them with respect and dignity, no matter what their race, religion, position, background, circumstances, status or appearance.

Hours of Work will be based around the below (subject to change)

Monday	2:30pm	- 5:00pm	2.5 hours
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Tuesday 6:00pm - 9:00pm 3 hours
 Wednesday Match plus admin 8 hours

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post (with the assistance of the College).</i>	✓	
UEFA B Qualification	✓	
UEFA A Qualification		✓
D1 License		✓
Stay up-to-date with relevant and current CPD requirements, inline with appropriate NGB's	✓	
Relevant experience.	✓	
Highly motivated.	✓	
Excellent organisation skills.	✓	
Data Analyst experience		✓
Ability to work as part of a team.	✓	

Thursday 6:00pm - 9:00pm 3 hours
 Friday 2:30pm - 5:00pm 2.5 hours
 Saturday 9:00am - 12:00pm 4 hours to allow for 1st team home matches