



SECTION	HR
POLICY /PROCEDURE	Job Advert, Job Description & Person Specification
DATE OF ISSUE	30 th June 2017
DATE OF REVIEW	6 th July 2021

Department:	Regional Talent Centre
Job Title:	Senior RTC Practitioner
Salary:	Competitive (consummate with experience)
Contract type:	Part Time – Permanent
Hours:	There are no standard hours of work for this role but the minimum contracted number would be to cover training sessions and games over the course of seven days, when deemed necessary. The candidate will be required to have a flexible approach to working hours, including match days and such hours as necessary for the full and proper performance of the role taking into consideration the nature of the Club's business.
Responsible to:	RTC Club Manager and Club Doncaster Head of Performance Medicine
Location:	Elite Performance Centre, Cantley Park Doncaster DN4 7FP & Keepmoat Stadium, Stadium Way, DN4 5JW
Regular working hours:	Office hours are Monday to Friday 9.00am – 5.30pm. With this post, there will be weekend and evening work as part of the nature of the Club Doncaster Organisation.

Purpose of the post:

To deliver a high standard of medical and therapy / physiotherapy services within Doncaster Belles Regional Talent Centre for out elite female football players from 12-18.

Key Duties and Responsibilities:

- Respond to the requirements of the Regional Talent Centre and Head of Performance Medicine.
- To provide treatment, rehabilitation, screening and education programmes for teams, in line with FA requirements over the course of the season.
- To be designated COVID 19 officer under the guidance of the Head of Performance Medicine and implement all strategies and procedures agreed.
- Monitor the assessments and rehabilitation of all injuries for the RTC programme.
- Keep all documentation and medical notes up to date using Benchmark54.
- To attend evening training sessions as appropriate, and matches to provide on-site physiotherapy and emergency pitch-side care, under the guidance and instruction of the Head of Performance Medicine.
- Work within a progressive and highly motivated interdisciplinary sports science and medicine team and provide the most effective treatment and rehabilitation for injured players.
- Educate players in injury prevention, injury care, and post-match and training recovery strategies.
- Attend courses for Continued Professional Development.
- Partake in in-service training.
- To communicate and take on board appropriate advice and guidance by the Head of Performance Medicine in relation to player injury.
- To act at all times in a manner appropriate to a representative of Club Doncaster and Doncaster Belles Football Club.
- Ensure safeguarding standards are met and maintained
- Keep own knowledge and skills up-to-date
- Encourage good practice by promoting and championing the safeguarding policy and procedures
- Ensure all policies and procedures are adhered to.
- Active participation in continuing professional development.
- Promote the brand identity and increase Club Doncaster fan base through positive service delivery.
- Support the whole of Club Doncaster group to promote the events and the business as a whole, including additional support at Club Doncaster events such as the Big Bang and Festival of Sport weekend.
- Act at all times with utmost good faith to the Club(s) and the Company.
- Devote full attention and ability to fulfilment of the duties required by the role.
- To work closely with, maintain good relationships, and collaborative working practices
- To work with colleagues throughout Club Doncaster to extend knowledge and skills in order to identify and develop best practice.

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times.
- To cover as and when required at other departments within the Club Doncaster Group
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

Club Doncaster Staff competencies:

Our Values

- We are professional in all we do
- We manage our business with respect and integrity
- Pride, passion and performance
- Open, honest brave
- Consistent innovation in all we do
- Energy, enthusiasm, humility
- Win-win relationships

Putting our clients first

- Demonstrates a thorough understanding of the services across Club Doncaster and how these relate to and are affected by the needs and objectives of the organisation
- Knows who the clients are, understands our clients' needs and works hard to ensure that these are met
- Develops positive relationships with clients, handling dissatisfied or awkward clients effectively
- View the resolution of clients' problems as an opportunity to retain and secure future business
- Ensures all clients are dealt with in a proficient and friendly manner, with respect and integrity at all times

Getting things done

- Performs all assigned tasks and procedures efficiently and in a timely manner
- Takes personal responsibility for own actions and decisions and displays a sense of energy and commitment to achieve results that stimulate others to succeed
- Works hard to reach or exceed personal targets and section goals and can take responsibility for several different tasks at a time
- Accepts responsibility for problems that occur and retains ownership until they are resolved, either personally or by someone else
- Manages own time and resource effectively, with appropriate planning and prioritising in advance to improve efficiency
- Uses initiative to act without constantly referring to others and perseveres with repetitive and mundane tasks

Flexibility

- Accepts doing things differently to improve efficiency and reacts positively to changing objectives, priorities and workloads
- Willingly takes on extra responsibility and, where necessary, will work additional or irregular hours to meet the needs of the organisation
- Put forward suggestions and ideas about new and better ways of doing things
- Learns rapidly, adjusting to new situations as they occur
- Demonstrates a commitment to deliver a high quality service at all times

Communication skills

- Communicates effectively and confidently in individual and group situations, contributing and asking questions where appropriate
- Listen to and respects other people's views and opinions
- Any written work required by the role is clear, accurate and to the point
- Presents facts and ideas in a concise and persuasive manner
- Ensures all written correspondence is fluent and structured, using appropriate style and language
- Uses the correct communication technique to suit the situation

Managing Self /Relationships

- Develops open and effective relationships with all colleagues
- Awareness of impact of own behaviour on others and is able to modify approach or style to achieve results
- Can discuss differences openly and without recrimination
- Share information and keeps all relevant parties informed
- Works to improve self by being pro-active in job function and in assessing training and development needs

- Keep difficulties in perspective and maintain performance and effectiveness in the face of conflicts, tight deadlines, excess workloads and unreasonable client/customer
- Aware of the goals and targets of Club Doncaster ensuring actions contribute towards achieving them

Important information

The above mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Applicants must hold a full driving licence with access to a suitable vehicle and have in date MOT, Road tax and relevant insurance if they are intending to do business mileage for Club Doncaster. It is the employee's responsibility to ensure up to date documentation is provided to Club Doncaster.

Club Doncaster is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is may be subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through The FA CRB system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Personal Specifications

Qualifications		Essential	Desirable
1	A Chartered Physiotherapy degree / BASRAT Registered and compliant	✓	
2	MSc in Sports Physiotherapy or equivalent		✓
3	Membership with CSP and HCPC	✓	
4	FA Trauma Medical Management in Football Course (ATMMiF or ITMMiF)		✓
5	FA Safeguarding Children	✓	
Skills, Knowledge and Experience			
6	Experience in the provision of therapy support to athletes and coaches which should include work with elite teams or squads	✓	
7	Experience in the support and preparation of developing athletes, with specific expertise in sports injury prevention/rehabilitation	✓	
8	Experience in the design, implementation and monitoring of sports injury prevention/rehabilitation programmes for athletes	✓	
9	Research experience in sports physiotherapy, and injury prevention and rehabilitation	✓	
10	Experience in the preparation and delivery of presentations	✓	
11	Experience of working with young athletes	✓	
Attitude and Behaviour			
12	A "can do" attitude	✓	
13	Presents solutions rather than problems	✓	
14	A genuine team player	✓	
Personal Qualities			
15	Excellent interpersonal and communication skills (team, coach and player interaction)	✓	
16	Proactive attitude within the role	✓	

17	Excellent written skills	✓	
18	Takes responsibility for ensuring a high quality of work	✓	
19	Highly organised and able to manage multiple tasks	✓	
20	Demonstrates enthusiasm and is personally committed to achieving objectives set	✓	
21	Is receptive to feedback about own behaviour, strengths and areas for improvement	✓	
22	A high level of confidentiality	✓	
23	High attention to detail	✓	
24	Flexibility and willingness to learn	✓	
27	Ability to work calmly under pressure	✓	
26	Ability to work unsupervised	✓	