



<b>SECTION</b>	<b>HR</b>
<b>POLICY / PROCEDURE</b>	<b>Job Advert, Job Description &amp; Person Specification</b>
<b>DATE OF ISSUE</b>	<b>18<sup>th</sup> July 2018</b>
<b>DATE OF REVIEW</b>	<b>N/A</b>

<b>Department:</b>	Academy
<b>Job Title:</b>	Academy Manager
<b>Salary:</b>	Competitive (consummate with experience)
<b>Contract type:</b>	Full time - Permanent
<b>Hours:</b>	There are no standard hours of work for this role but the minimum contracted number would be 37.5 hours per week 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.
<b>Responsible to:</b>	Chief Executive of Club Doncaster
<b>Location:</b>	Elite Performance Centre, Cantley Park Doncaster DN4 7FP & Keepmoat Stadium, Stadium Way, DN4 5JW
<b>Regular working hours:</b>	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.

<p><b><u>Purpose of the post:</u></b></p> <p>To drive the vision of the Doncaster Rovers Academy through strategic planning, operational management and good leadership of people.</p> <p>To be accountable for the overall management, and development of the Doncaster Rovers Football Club Academy. As the overall manager to be the driving force of the philosophy on and off field, promote the visions and values of the Academy, and its full link to the senior team and Club Doncaster.</p> <p>To oversee a comprehensive youth strategy in consultation with the Club Doncaster board members, and empower staff to drive innovative, modern and forward thinking ideas in all areas of the Academy.</p>
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### **Key Duties and Responsibilities:**

- To support Club Doncaster's vision in the recruitment and technical development of young players who are capable to represent Doncaster Rovers Football Club within a first team environment.
- Responsible for management of the Academy Management team to plan and deliver all aspects of the Academy programme for players U9-U23. They should ensure that the Club Doncaster culture and all Academy departments, are demonstrated and the environment is always a positive learning environment for players.
- Responsible for the overall sign off prior to the board presentation, of the technical and tactical coaching programme of the academy in conjunction with lead phase coaches and the head of coaching. This should include the alignment of coaching and match activities to that of the club's, and senior team philosophy.
- As instructed by the Board of Directors produce and present productivity reports, ensuring that the academy remains within its current category banding, and improves upon this when it is felt this is beneficial.
- To liaise with all academy, and if appropriate Doncaster Rovers departments, when planning and arranging youth programmes, to ensure that appropriate support is in place (such as medical, sports, science and recruitment) and that the timetable benefits the players.
- To be the lead Welfare Officer supported by Club Doncaster head of safeguarding for the safety and welfare of all academy players.
- To oversee the completion and execution of the APP academy plan, and associated academy policies & philosophies.
- To oversee the academy individual development plans, to ensure that players are supported to their fullest potential.
- To ensure that all recommendations delivered by statutory bodies such as the FA, EFL, and PL, are undertaken in respect of Academy practice. This includes the delivery of Club key performance indicators, and elite player performance plan audit recommendations.
- To liaise formally and informally with the Academy Management Team to ensure that the Academy runs smoothly on a day-to-day basis.
- To work within an agreed budget set by the board and cascade this to individual departments within the academy.
- To continue to support and grow the Academy's positive reputation locally and nationally through the practice undertaken in all areas of the department.
- 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 Skills/Characteristics**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment (List Code Below)</b>
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<b>Experience</b>			
Minimum of 3 years' experience within a professional football academy environment.	X		AF/I
Previous experience within an Academy Management role.	X		AF/I
Previous experience of managing a multi-disciplinary team within an elite sports environment.	X		AF/I
Experience of leading a team under the Elite Player Performance Plan audit system.		X	AF/I
Working within a team and managing conflict & differing priorities.	X		I
Excellent written and verbal communication skills.	X		AF/I
Ability to plan own workload and prioritise.	X		AF/I
Ability to self-motivate and work independently.	X		AF/I
Previous experience in accountability for working within a budget & financial reporting.	X		AF/I
Previous experience of coaching and delivering sessions to elite players / A licence standard.	X		AF/I
<b>Qualifications and training</b>			
UEFA A licence qualification.	X		AF/I
UEFA Pro Licence qualification	X		AF/I
Academy Managers licence, or the willingness to complete these with an appropriate timescale.	X		AF/I
Evidence of EFL/PL/FA CPD	X		AF/I
Evidence of formal education detailing a good level of general education.	X		AF/I
Formal IT experience and experience of the PL PMA system.	X		AF/I

<b>Special skills and knowledge</b>			
A strong understanding of the current local and national issues surrounding the recruitment and development of players.	X		AF/I
Significant understanding of the FA/EFL/PL rules surrounding youth development, in all areas of an Academy.	X		AF/I
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community	X		AF/I
Proficient in use of Microsoft Office systems e.g. Office, Excel, Access and PowerPoint or equivalent system		X	AF/I
Experience & awareness of the elite youth football environment and how this may effect young players.	X		I
Experience in supporting and mentoring the development and differing needs of players and staff to grow to their full potential.	X		I
<b>Personal qualities</b>			
Positive attitude with the ability to motivate and enthuse individuals and groups.	X		I
Excellent written and verbal/presentation communication skills.	X		I
Ability to prioritise and meet deadlines.	X		AF/I
Strong interpersonal skills.	X		I
Strong communication skills.	X		I
Flexible and empathetic to the changing nature of the industry.	X		I
<b>Personal circumstances</b>			
Ability and willingness to work outside normal hours, including evenings and weekends.	X		I
Full driving licence	X		I
<b>Physical Requirements</b>			
No serious health problem which is likely to impact upon the job performance; (that is, one that cannot be accommodated by reasonable adjustments)	X		AF/I/R
Good sickness / attendance record in current / previous employment, (not including any absences resulting from disability)	X		R

\* AF = Application Form

I Interview

R Reference

CQ Certificate Qualification

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Club Doncaster is an equal opportunities employer.