

# JOB DESCRIPTION

## ACADEMY MANAGER

**Contract type:** Permanent      **Reporting to:** Director of Football Development

**Hours:** 40 hours per week      **Location:** Training Ground/Turf Moor

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### Job Summary:

Oversee the continued development of the Academy department. The role is to include the measurement and evaluation of the Academy Performance Plan, department performance targets and the football development plan including player and staff development. The role will be to ensure that the Academy integrates and collaborates with the 1st Team.

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### Roles and Responsibilities:

#### Academy Manager:

- Work in conjunction with Academy staff to ensure that Burnley FC Academy Performance Plan strategy is efficiently and effectively implemented.
- To be committed to ensuring the safeguarding and welfare of all elite players, promoting their well-being whilst maintaining professional boundaries.
- Work alongside the Head of Academy Coaching to implement and measure the game model and coaching curriculum for Burnley FC.
- Ensure that the Performance Analysis department objectively evaluate the game models, coaching methodology and APP.
- Work collaboratively with different departments, including the Player Recruitment, Education, Analysis and Sports Science/Medical staff in order to ensure all stakeholders understand the methodology and its implementation into the overall strategy and daily decision-making.
- Measure the coaching curriculum and game model document that sets-out the Club's playing philosophy via written descriptions, images, video and data.
- Ensure the game model and player development aligns with the overall vision and strategy for the Club;
- Create robust and comprehensive rating systems and other visualisations to provide up to date insightful information for the football department.
- Oversee the development of strong relationships with other football club's internationally, nationally and locally as well as other key organisations (e.g. National Associations) to assist with the continued development of the academy coaching staff.
- To establish a sustainable system and approach to coach and player development within the Academy.
- Undertake self-development to ensure knowledge in relation to all aspect of coaching and coach development is up-to-date and forward thinking.
- Alongside the Head of Academy Coaching, evaluate the Coach Competency Framework and ensure it is aligned with the coaching curriculum and game model.
- Complete Training Needs Analysis (TNA) with all staff.
- Ensure every staff member in the Academy has a personalised Development Action Plan (DAP) that is tailored to meet their needs and which they buy-in to as a 'living' document.

# JOB DESCRIPTION

## JOB TITLE

**Contract type:** Permanent

**Reporting to:** TBC

**Hours:** 40 hours per week

**Location:** Training Ground/Turf Moor

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## Roles and Responsibilities continued:

Supportive of Club Working Environment and Policies:

- Comply with all Club policies.
- Work towards agreed objectives.
- Always demonstrate the Club's values.
- To be able to work flexible hours where the role of the job requires.
- To understand and implement the Club's Safeguarding policy, procedures, and best practice guidelines in your role. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
- Promote the Burnley FC brand and ethos in a professional, strong, and positive manner.
- Work alongside other team members to support in other areas of the organisation as and when required to promote best practice.
- Hold a commitment to equality and diversity in the workplace.
- Willingness to attend training courses to enhance own professional development.

This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.

# Person specification

## Essential Criteria

### Qualifications

- The FA Level 4 (UEFA A) in Coaching Football.
- FA Safeguarding Certificate.
- EAM.

### Experience & Skills

- Prior experience of working within a category 1 or 2 academy.
- Experience of leading a high-performance environment.
- Ability to work within a multi-disciplinary team.
- A sound understanding of safeguarding and welfare requirements.
- Proven track record of working within a high-performance environment.
- Experience and knowledge of EPPP/ Category 1 regulations.
- Strong identification with long-term player development and player pathways from youth to professional level.

### Personal qualities

- An ability to connect with young people.
- Displays no judgment when working with others.
- Excellent interpersonal and communication skills with the ability to form strong relationships with players, parents, colleagues, and official and Club stakeholders.
- Ability to work within a team and foster good working relationships.
- Willingness to have a full DBS check.
- A friendly, positive and courteous attitude.
- A commitment to the aims, vision, and values of Burnley FC.
- Enthusiasm, energy, and resilience.
- Ability to maintain confidentiality.

## Desirable criteria

### Qualifications

- EHOC.
- UEFA Pro Licence.
- A coaching / teaching / sports science related degree.

### Experience & Skills

- Experience of coaching and performance analysis.
- A proven track record of developing young professional footballers at a CAT1/2
- PDP lead within CAT1/2
- 1st Team coaching experience with Tier 1-4 clubs.
- Managing a team to achieve high performance.

### Personal qualities

- An organised and efficient approach to work.
- Excellent IT skills.
- A positive attitude towards professional development and their own learning.