

JOB DESCRIPTION



Job Title: Head of Academy Player Care	Current Job Holders:
Department: Youth Academy	Effective Date:
Location: Sparrows Lane Training Ground	

JOB PURPOSE

This position offers full leadership and management for our Player Care department, across all ages of our Academy, U9 – U23.

Our Head of Academy Player Care will work closely with all multi-disciplinary departments to ensure we provide collaborative delivery and education for our players and staff to develop their academic, social, emotional and well-being skills, knowledge and understanding while competing in an Elite Football environment.

RESOURCES MANAGEMENT

Management responsibility for: N/A

Reports to: Academy Manager

Budgetary signing limit and commercial framework: TBC

KEY RESPONSIBILITIES

- Lead, develop and deliver a bespoke Player Care department, specific for Charlton Athletic Football Club Academy for all stakeholders involved
- Implementing, delivering and reviewing positive Mental Health initiatives across the Academy
- Monitoring and supporting players and families with their move into Club provided accommodation
- Design, support delivery and review our Life Skills Program for all ages
- To be responsible for ensuring our Departmental KPI's are measured effectively, assessed and evolved in line with the Academy's aspirations
- Lead on Parent and Carer Player Wellbeing Workshops across all phases
- Establish, maintain and inform AMT of information received through our Player & Parent voice sessions.
- To provide 'Best in Class' Player Care delivery and set examples for all Academy staff to emulate
- To liaise closely with Academy Psychologist to help deliver emotional management training

ADDITIONAL RESPONSIBILITIES

- Induction and transition process for new players and their families.
- Supporting the MDT staff with their understanding and effectiveness of Player Care
- To work alongside our Senior Safeguarding Officer in ensuring all data in respect to player care and Safeguarding is recorded on our Club specific software
- To support players and families for effective transitions throughout their Academy journey. This will include Exit Strategies as well as Inductions.
- Introduce and support players in developing their Personal Development Plans and hold regular one to one sessions, in order to monitor these plans.
- Build and develop relationships with External stakeholders, in order to ensure we are offering staff, players and the Academy as a whole CPD opportunities.
- To act as a Health & Safety representative for the Academy, attending and contributing to regular Health & Safety and Operations meetings when appropriate.
- To contribute towards the Academy Management Team as Head of Department as and when required
- To fully commit and promote best practice to all stakeholders towards our Academy Values
- To carry out any other duties required by the Academy Management Team
- Assist in planning and attend designated Academy tours
- To support CAFC players out on loan, or being loaned to CAFC as well as players on trial at CAFC and CAFC on trial at other clubs
- Attend national and regional meetings and conferences arranged by the relevant league and FA.

MAIN JOB REQUIREMENTS AND PERSON SPECIFICATION

Education/Qualifications/Training:

- Educated to degree level (D)
- FA Safeguarding Certificate (E)
- Enhanced DBS Certificate (E)
- FA 1st Aid Trained (D)
- Mental Health 1st Aid Certificate (D)

Specific Experience:

- Experience of working in a School, Sports or Welfare context with experience of working with children (E)
- Extensive administrative experience (E)
- Experience of working at professional football club and/or training ground environment (D)
- Experience of working in an Academy environment, with understanding of the EPPP, Audit & Safeguarding processes (E)
- Experience of report writing, monitoring and maintaining records (E)

Abilities/Skills/Knowledge:

- Excellent communication and interpersonal skills (E)
- Proficient with Word, Outlook, Excel and PowerPoint (E)
- Effective organisational skills (E)
- Actively cooperate and communicate with others, fostering a culture of teamwork and collaboration (E)
- Positive about achieving Club, departmental and individual success (E).

Additional Information:

- This a full-time role that includes work on weekends and evenings (negotiable);
- Applicants must be eligible to live and work in the UK
- Charlton Athletic FC is committed to following relevant health & safety regulations and all members of staff are expected to be fully aware and adhere to, at all times, the Club's H&S and fire safety procedures
- Charlton Athletic Football Club are fully committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment
- CAFC is committed to the principle of equal opportunity and its policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.