



## JOB DESCRIPTION

Position	Academy Manager - Operations & Performance
Remuneration	Commensurate with experience
Location	Brisbane Road Stadium/Training Ground
Hours of Work	Standard working week of 40 hours. In addition, you may be required to work outside of normal office hours, at weekends and on bank/public holidays for training, match days and other events.
Reporting to	Director of Football & Chief Executive
Direct Reports	Head of Academy Coaching & Player Development, Head of Education, Head of Player Care, Head of Sports Science, Head of Medical, and Academy Secretary
Key Relationships	Member of the Technical Board (TB), Academy Management Team (AMT), Head of Academy Coaching & Player Development, Club Secretary, DSO, First Team Staff, EFL and other outside agencies
Main Objectives	<p>To drive the vision of the Academy through strategic planning, operational management, and excellent leadership abilities.</p> <p>To provide leadership across all areas of responsibility within the Academy so that it can deliver well rounded footballers into the Professional game.</p> <p>To function as a collaborative partner with the Head of Academy Coaching &amp; Player Development in leading and developing the Academy culture</p>
Summary of Duties	<p>To deliver a clear vision and supporting strategy for the Academy</p> <p>Collaborate with department heads to ensure successful outcomes for all internal &amp; external audits.</p> <p>To lead on recruitment of Academy staff within their area(s) of responsibility and create a staff succession plan for the Academy.</p> <p>To implement an operational/performance plan to deliver the strategic objectives based on Academy KPI outputs and EPPP requirements. To review the KPI's with all Academy management and monitor and adapt plans to achieve these KPI's as necessary.</p> <p>To manage all activity (on areas of responsibility) within the agreed budget set by the board. To cascade budgets to individual department heads and provide regular management reporting.</p>

	<p>To manage all Academy staff within their area(s) of responsibility so they know what is required of them and can achieve their goals through regular performance management, appraisals, team meetings and regular 1:1 meetings. Address and manage underperformance.</p> <p>To deliver expected services to players and their families through the delivery of education and welfare standards and the development of a strategy to help players who leave the football club.</p>
<p>Person Specification</p>	<p><b>Essential:</b></p> <p>Experience in at least three of working in: -</p> <ul style="list-style-type: none"> <li>- an elite sporting environment</li> <li>- a high performing business environment</li> <li>- a role leading and managing staff</li> <li>- a role involving strategic planning</li> <li>- a role which involves education/pedagogy</li> <li>- a role understanding Health &amp; Safety at work</li> </ul> <p>Experience in at least three of understanding: -</p> <ul style="list-style-type: none"> <li>- how elite players are developed.</li> <li>- how a Football Club Academy works</li> <li>- EPPP rules and the audit process</li> <li>- working with young people</li> <li>- Business management/Financial management/Budget planning</li> </ul> <p>This position is subject to a satisfactory Enhanced DBS check and is not exempt</p> <p><b>Desirable</b></p> <p>Experience or knowledge of: -</p> <ul style="list-style-type: none"> <li>- UEFA A Licence</li> <li>- FA Advanced Youth Award</li> <li>- Coaching of another sport</li> <li>- Understanding of LTPD</li> <li>- Elite Sport</li> <li>- Adult Development</li> <li>- Organisational Development</li> <li>- Full Driving Licence</li> </ul>
<p>Equal opportunities and B.A.M.E Coaches</p>	<p>Leyton Orient Football Club is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development, and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity.</p>

[Safeguarding Statement](#)

Leyton Orient Football Club is committed to the safeguarding and welfare of children, young people and vulnerable adults and expects all staff and volunteers to endorse this commitment.

The safety and wellbeing of all staff, volunteers, and participants under the care of the Club is paramount. All children and vulnerable adults who participate with the Club, regardless of age, culture, social background, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to safety and protection from abuse or harm.

This post requires an Enhanced DBS and may include checks against the Barred lists, as such, it is exempt from the Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared.

#### **APPLICATION PROCESS**

Please send a copy of your CV and a Covering Letter to Mel Jeffries (Head of Academy Coaching & Player Development) [m.jeffries@leytonorient.com](mailto:m.jeffries@leytonorient.com) with subject title – Head of Academy Operations & Performance - NAME)

Deadline: 31<sup>st</sup> March 2023. Applications may close early so early applications are advised.

Interview: Multi-staged interviews commencing 10<sup>th</sup> April 2023.

References will be sought prior to successful employment.

Leyton Orient Football Club is passionate about our communities and welcome applications regardless of race, ethnicity and gender.