Newport County AFC Football Club – Academy Manager

ROLE SUMMARY:

Reporting to the Sporting Director, the Academy Manager will be responsible for the organisation, planning and delivery of all operational, administrative, and logistical support within the Club’s Academy. Ensuring effective communication and work practices between the Academy, the Club, and external bodies. The Academy Manager will be required to develop and implement the Academy’s Performance Plan and the Academy’s Player Recruitment Strategy to ensure that the Academy Players have the opportunity to play at senior level and where appropriate they progress into the First Team.

DUTIES:

Academy

• To lead the Academy’s delivery of administrative, operational, logistical, and other support services in consultation with the Academy Senior Management Team which will consist of the General Manager, Sporting Director, First Team Manager, Head of Coaching, Head of Medical, Head of Academy Recruitment, Head of Sports Science, Lead Phase Coaches, Academy Psychologist and the Academy Administrator. Thereby ensuring that the framework of the academy performance plan, coaching framework and coaching strategies whilst being fully compliant, also deliver the club’s strategic football plan for development of players for the first team.
• To act as the principal point of contact between the Academy and The Governing Bodies for all strategic and operational matters.
• As a member of the technical board, you will work with the senior management team and first team football manager and staff to implement the club’s football strategy. This will include attending and providing sufficient input to all meetings as required.
• Continually monitor and review key performance indicators in line with the Academy’s strategic and operational goals.
• Lead and support the translation of the Academy’s strategy into operational goals via clear communication, targets, objectives, and periodic reviews.
• To lead and manage the administrative requirements of the EPPP Player Performance Clock, across the Player Performance Pathway and to liaise with the Academy Senior Management Team to ensure that performance data for each Player is up to date and accurate.
• To oversee the effective arrangements of all fixtures/tours for Academy teams and to ensure that the liaison with opposition clubs concerning logistical details including venue arrangements, travel requirements, accommodation, kit, administration, and equipment is efficient and professionally handled.
• To act and conduct yourself, in a manner appropriate to a representative of Newport County AFC Football Club at all times.
• To ensure that all players and staff, in your charge, act both on and off the pitch, in a manner that is appropriate of Newport County AFC Football Club.

Management

• To lead all processes in relation to EPPP regulatory requirements and to liaise closely with the Academy Senior Management team to ensure that all governance issues are satisfied.
• To oversee the management of all logistical/operational issues affecting the Academy including but not limited to catering arrangements, kit provision, facility preparedness, access, equipment, parking and pitch bookings.
• To oversee all administrative and logistical arrangements required to deliver a comprehensive Education and Welfare programme.
• Develop budgets & financials to meet the strategic direction of the department to meet the changing scene of youth development and EPPP.
• Manage, monitor, and review Academy budgets to ensure continuous improvements across all financial areas.
To liaise with the HR Department regarding staff wellbeing and ensuring that department managers are aware of how to signpost their teams to available support.

- To have ultimate responsibility for the financial management of the Academy, including compliance with club financial systems, budgeting, management accounting, cost management, and invoicing arrangements.
- To ensure the Academy performance against budget is managed throughout the season, reviewing on a monthly and quarterly basis, maintaining full knowledge of the financial performance of the Academy.
- To report on performance against budget as and when required.
- Set operational and/or performance targets which are clearly linked to the strategy of the Academy and the Club.
- To have overall responsibility for the ISO and STO Audits ensuring that all information is prepared and submitted appropriately.
- Lead on the strategic direction of youth development detailing all content within the Club Performance Plan and associated performance domain manuals.
- With the authority of the Executive Team be responsible for negotiations on behalf of the Club relating to staff recruitment, player contracts, training compensation and transfer fees.
- Report to the Senior Management Team / Board of Directors on the progress of the Academy programme in relation to the performance targets through an end of year report and an appropriate action plan.
- Oversee management and logistics of the Shadow Squad and FAW Girl’s Centre programmes.

Recruitment

- To liaise with the HR Department regarding staff recruitment needs.
- Lead on the recruitment of full-time staff in liaison with the Sporting Director, Heads of Department and the General Manager.
- To lead and support the Academy Senior Management team in respect to all matters relating to the recruitment, registration and release of Academy players ensuring that guidelines and protocols are adhered to.
- Work closely with the Head of Recruitment to ensure a coordinated and coherent process is in place and clearly communicated throughout the Academy.

Development

- Oversee the development plans of players providing guidance where required.
- Ratify all decisions relating to the retain and release process inclusive of professional contracts.
- To provide recommendations to the technical board on the progress of players.
- Liaison with the sporting director, U18 Coach and 1st team on the effective use of loans within the pathway.
- To ensure that Academy Players are appropriately supported and developed to progress to professional football contracts where appropriate, including the progression to the Clubs First Team, or to other clubs.
- Complete performance reviews for all direct reports as appropriate.
- Ensure all Academy staff have annual performance reviews with each Head of Domain and appropriate member of the AMT
- To manage the appraisal and objective setting programme across the academy, ensuring that standards of excellence are maintained and opportunities to develop are provided wherever possible.
- To identify, structure and arrange CPD and training courses for Academy staff.
- Ensure all essential licenses/qualifications/memberships are in place.
- Monitor the Education Programme and liaise with the Head of Education regularly to ensure the Players are meeting their educational needs.
- In liaison with the Head of Coaching, review and evaluate the coaching programme to ensure continual improvement.
- To monitor and evaluate all players within training and games across all the development phases.
General

- Provide inspirational leadership, guidance and mentoring to direct reports and all associated team members.
- Regularly review systems, processes and structures to ensure the business is appropriately served
- Follow all Club Policies, such as Equality & Diversity, Health & Safety, Safeguarding etc.
- To take reasonable care for the health and safety of yourself and other employees and members of the public.
- To comply with all aspects of the Newport County AFC Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations concerning Health & Safety.
- Ensure effective communication within your work team and across Newport County AFC Football Club whilst actively offering support and guidance, as necessary.
- Safeguarding.

EXPERIENCE AND QUALIFICATIONS REQUIRED

- UEFA A Licence
- FA Youth Award (all three modules)
- FA Advanced Youth Award
- FA Safeguarding qualification
- FA First Aid qualification
- Previous experience of Management within an elite sports environment
- A comprehensive understanding of the EPPP
- Enhanced DBS clearance
- Clean driving licence

SKILLS AND COMPETENCIES

- Excellent people management skills with the ability to bring the team together to implement the academy’s plan.
- Able to take the club’s football strategy review, assess and develop the academy’s direction for the short and medium term.
- A good negotiator capable of identifying, planning, developing and implementing change.
- Good written and verbal communication skills, with the ability to liaise with senior and junior stakeholders alike in professional and pragmatic manner.
- Highly organised, able to prioritise and manage time effectively.
- Excellent communicator both verbally and written.

Safeguarding Statement

Newport County AFC is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared”. Relevant information and / or documents will be distributed as part of the recruitment process.

Equality & Diversity Statement

Note that we are seeking to diversify our workforce in particular by ethnicity, gender and sexual orientation and would encourage applications from these demographics. Newport County is committed to promoting a diverse and inclusive community – a place where we can all be ourselves. We will support staff from different backgrounds to create the best environment for us all to prosper together.

If you are interested in the role, please email a copy of your CV and a covering letter to nigel.stephenson@newport-county.co.uk.

The closing date to apply for this role is Friday 30th September 2022.