



## Job Description

<b>Job Title:</b>	Head of Academy Player Care
<b>Hours of Work:</b>	40 hours per week variable and subject to demands of the role
<b>Department:</b>	Academy
<b>Salary:</b>	£competitive – details on application
<b>Contract:</b>	Full Time, Permanent
<b>Responsible to:</b>	Academy Manager, Asst Academy Manager (Education/Safeguarding)
<b>Responsible for:</b>	(9-21s) Boys Youth Development Programme

## Structure & Purpose of Role

- An exciting opportunity to lead, develop and deliver a comprehensive player care package in support of our U9-U21s players.
- To form part of the Academy Leadership Team and contribute to the strategic development of the overall Youth Development Programme.
- To act as the lead point of contact for all welfare, wellbeing and player care issues across the Youth Development Programme.
- To instil and develop the Academy values across our all our phase players & staff.

## Core Responsibilities

- Onboarding and transition process for players and their families.
- Mentoring of young professionals whilst on loan.
- Delivering “healthy life” work-skills across FDP/YDP.
- Promoting positive mental health initiatives.
- Supporting coaches with their understanding of player care
- Supporting the digs accommodation host families.
- Contributing to the Academy Leadership Team in a head of department role.
- To take lead responsibility for ensuring the core KPI's of EPPP are effectively measured, assessed and achieved across the Youth development programme in line with the new Audit process.
- To support the holistic development of players and effectively use the PMA/MyConcern software to record all data in respect of player development and care
- To instil and develop the Academy values across our all our phase players & staff.
- Responsibility for parent communication and player welfare across phase.
- Any other duties as required by the football club within the reasonable demands of the role.

## Person Specification

- Outstanding, high character individual with extensive experience of working in the environment of Professional Football.
- Committed, enthusiastic and passionate about the development of young people.
- Ability to work both independently and as part of a team.
- Strong empathy and communication skills set suitable for parents and players aged 9-21.
- Strong IT and organisational skills and an ability to coordinate and lead stand alone projects.
- Able to adapt to the demands of the job and needs of the players and other staff.
- Dedicated to self-improvement and continuous professional development.
- Committed to working to and promoting the values & philosophy of Oxford United.

## Qualification/Experience Requirements

### Essential

UEFA B Licence

Experience working in a school/welfare context with specific experience around the 14-16 age groups.

FA Safeguarding Children Certificate

FA Level Two First Aid Qualification

Enhanced DBS Clearance

Fully Licensed FA Coach committed to ongoing annual CPD to maintain licence

Understanding of the crucial nature of ensuring safeguarding standards are upheld across all parts of the Youth Development programme.

Full UK driving licence

### Desirable

FA Advanced Youth Award

Experience of EPPP Audit process

Experience of working in Cat 1/Cat 2 Academy

Based geographically close to Oxford

Mental Health 1<sup>st</sup> Aid certificate/Certificate in Player Care

## Safeguarding Declaration

Oxford United Football Club 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 a CRC should be declared. Relevant information and / or documents will be distributed as part of the recruitment process.

## Equal Opportunities Declaration

Oxford United 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 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 commitments.

Applications by email to Dan Harris on [dharris@oufc.co.uk](mailto:dharris@oufc.co.uk) with CV and attached covering letter.

Closing date for application – 5pm Friday 27<sup>th</sup> May 2022.

OUFC reserve the right to close the application window early if sufficient number of applicants meeting the essential requirements for the role are received.