



Job Advert

Job title:	Head of Academy Operations
Employer:	Reading Football Club
Location:	Training Ground RG41 5DB
Contract:	Permanent
Salary & Benefits	<p>£ 40,000.00 per annum</p> <ul style="list-style-type: none"> • Paid day off to celebrate your birthday • Employee Assistance Programme with free access to help, advice, and support • Complementary home match ticket • 25% off full priced Reading FC merchandise • Auto-enrolment into the Club's pension scheme (depending on eligibility) • Group Life Assurance benefit (death in service cover)
Hours of work:	37½hrs per week on a flexible basis to include evening & weekend working
Department:	Academy

Equality, Diversity and Inclusion Statement

Reading Football Club are committed to ensuring equal opportunities are given to all and welcomes applications from all areas of the community regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, marriage and civil partnerships

Safeguarding Statement

Reading Football Club recognises that the safety and protection of children and young people engaged in club activities must take priority over all other considerations. Due to this post being in regulated activity, the potential employee will be required to undertake a Disclosure and Barring Service check at the appropriate level. It is a criminal offence for a barred person to attempt to engage with vulnerable group. Engagement will be subject to sight of a satisfactory DBS disclosure and stringent background and reference checks.

Job purpose

To be responsible for four departments within the academy; Operations, Transport, Analysis and Player Care.
To provide leadership and oversee the delivery of a strategic approach across each department that aligns with club and academy objectives and integrates with all other departments within the academy.
To ensure that world class support services are provided to our players, with this in mind each facet must be addressed with a work ethic and integrity reflective of the Academy's values

Accountabilities

- 🏆 To lead the academy Operations, Player Care, Analysis and Transport departments towards achieving Academy and Club objectives as laid out in the Academy Performance Plan.
- 🏆 To ensure an effective combination of objective and subjective data, from across the multidisciplinary support network, is engaged throughout processes in order to create a comprehensive, systematic approach to Player Care and Operations.
- 🏆 To be an active member of the Academy Management Team, contributing to the strategic design and delivery of the academy programme.
- 🏆 To engage relevant technology to support departmental operations and ensure a thorough working knowledge of all relevant platforms is held throughout the departments.
- 🏆 To work closely with other heads of departments to ensure multidisciplinary approach to player development is implemented throughout departments.
- 🏆 To oversee and be responsible for the Audit within the club and liaise with PGAAC
- 🏆 To provide effective communication internally and externally as part of normal operating procedures.
- 🏆 To ensure the continuous professional development of staff members within the Operations, Player Care and Transport departments in relation to individual and organisational objectives.
- 🏆 To undertake the staff appraisals as required for the department
- 🏆 To develop relationships with relevant third parties including, but not limited to; Premier League, EFL and The FA.
- 🏆 To set the strategy and oversee the delivery of plans for the four departments
- 🏆 To monitor and report upon the effectiveness of Transport, Analysis, Player Care and Operations departments in relation to departmental and academy targets as agreed in the department plans
- 🏆 To adhere to a strict code of confidentiality in respect of any information relating to Reading Football Club and its operation
- 🏆 There is an expectation that you will undertake adhoc work on an exceptional basis or provide relevant cover for other team tasks

Behaviours & Attitude

- 🏆 Ability to build relationships both internally and externally
- 🏆 To be a role model for all club values and ways of working – walk the talk
- 🏆 To exude a can-do attitude (best of Reading Football Club)
- 🏆 To be flexible and agile always ready to adapt when things don't go to plan
- 🏆 To be an ambassador for Reading Football Club
- 🏆 To act in a manner that supports the Club's Vision and Values at all times

Key Performance Indicators

- To respond to all enquires within Reading Football Club Charter guidelines
- To adhere to a strict code of confidentiality in respect of any information relating to Reading Football Club and its operation
- To be presentable at all times when working and demonstrate that you can represent the face of the club in the manner expected
- To maintain Reading Football Club's Safeguarding (Child Protection), Health, Safety and Equal Opportunity procedures and practice

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level 	<ul style="list-style-type: none"> •
Experience	<ul style="list-style-type: none"> • Of the EPPP audit system • Of working in a fast-paced Elite environment • Of producing & implementing policies & procedures • Of working with a variety of stakeholders • Of line management & leading a team 	<ul style="list-style-type: none"> • Production of performance plans
Knowledge	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Skills	<ul style="list-style-type: none"> • Ability to work in a fast-paced environment with changing deadlines & priorities • Able to prioritise workload • Chairing/facilitating meetings 	<ul style="list-style-type: none"> •

Attitude	•	
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Closing date for applications:	<p>Monday 16th May 2022 5.00pm</p> <p>Please note, we reserve the right to shortlist and interview prior to the closing date above</p>
Contact:	<p>Please send your completed application form to recruitment@readingfc.co.uk</p> <p>CV's will not be accepted</p>