



Job Description: Head of Player Care - Academy

Job Title	Head of Player Care - Academy
Department	Club - Reports to Academy Manager, Club/Academy DSO
Key Contacts Internal	CEO, Academy Manager, Academy Operations Manager, Head of Education, Lead Academy Physiotherapist, Lead Phase Coaching Staff, Club Safeguarding Team
Key Contacts External	The Football League, The FA, Stevenage Borough Council, LFE, Mind
Location / Requirements	Based at Stevenage Football Club Academy Offices located at Shephalbury Sports Academy, Broadhall Way, Stevenage, SG2 8RH, with occasional duties from time to time at The Lamex Stadium, The Valley Sports Academy and the First Team Training Ground.
Hours/ Remuneration	1.5 days per week 14 hours. Remuneration subject to skills, experience and qualifications.
Job Purpose	The key objective of this role is to ensure an effective environment of support is in place for young players associated with Stevenage FC Academy. Being a member of the Club's Safeguarding Team, you will primarily focus on registered Academy players aged 8 – 18 years. You will also provide aftercare provisions for players recently released from the Academy environment, and ensure the mental and physical wellbeing of players in our pre-academy, development programmes and U23's.
Duties and Responsibilities:	<ul style="list-style-type: none"> • Take overall responsibility for the implementing and embedding of the club wide Safeguarding, Welfare and Equality philosophy at the Academy and ensure the key principles and practices associated with this philosophy are adopted as appropriate. • Work to actively prevent poor practice, abuse or discrimination occurring within the Academy department and respond effectively in the event such behavior occurs. • Act as Disclosure Manager for the Academy department's DBS system for criminal record checking and work with Academy Operations Manager to ensure the Club's Safer Recruitment strategy is effectively implemented. • Work with the Academy Safeguarding and Education Teams to ensure appropriate safeguarding and welfare support is implemented for all players under 16 years of age including players in the pre-academy group. • Develop professional relationships with all Academy players, especially those aged 16-21, in order to create an environment where players feel comfortable talking about safeguarding and welfare issues.





- Point of escalation for all safeguarding, welfare and equality issues/complaints relating to players aged under 18 years.
- Report all safeguarding, welfare and equality incidents/issues/complaints to the Head of Safeguarding, Academy Manager and Academy Operations Manager as required.
- Work closely with FA, LFE and Football League to ensure the Academy's safeguarding, welfare and equality provision meets the standards expected of a Category 3 Academy.
- Proactively manage the Academy section of the club's Safeguarding, Welfare and Equality plans (and subsequent actions identified within these plans).
- Record, monitor and appropriately action all safeguarding, welfare and equality issues/complaints in an appropriate timeline.
- Point of contact for all safeguarding, welfare and equality issues/complaints relating to players aged 16-21 and parents of players in the foundation and youth development phases.
- Liaise with local agencies to ensure the provision of appropriate services that may be required for the effective welfare of players aged 16-21 years of age i.e. banks, driving instructors, language teachers, health professionals, education providers etc.
- Plan and run meetings and workshops throughout the season as appropriate with players, parents and scholars, keeping all informed of issues and procedures relating to Academy Welfare.
- Work with the Club Secretary, Academy Manager, Head of Recruitment to ensure arrangements for players on loan are satisfactory and the welfare of such players upheld at all times whilst away from the Club.
- Work effectively with the designated members of staff at the FA, PL, EFL other Foreign National Governing Bodies and to ensure the welfare of players on international duty and camps are upheld.
- Understand and manage the implementation of all relevant risk assessments, policies and procedures within the Academy.
- Take an active role in planning all trips and tournaments that Academy players aged 16 - 21 are scheduled to attend in order to ensure the principles of Safeguarding, Welfare and Equality are upheld for each trip or tournament.



	<ul style="list-style-type: none">• Maintain accurate records and auditable accounts of relevant Safeguarding, Welfare and Education work undertaken, and ensure relevant qualifications are kept up-to-date.• Keep up to date with legislation and best practice surrounding the role.• Take an active role in planning all trips and tournaments that Academy players aged 16 - 21 are scheduled to attend in order to ensure the principles of Safeguarding, Welfare and Equality are upheld for each trip or tournament.• Work with external Academy partners to share best practice and ensure the principles of Safeguarding, Welfare and Equality are adopted within all areas of shared responsibility.• Comprise and maintain accurate records of all Academy Players with additional vulnerabilities and manage appropriate support provision.
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Personal Specification: Head of Player Care - Academy

Qualifications	Essential	Desirable
1 - Valid full (UK) driver's licence		✓
2 – Safeguarding Certificate	✓	
3- Advanced DBS Disclosure	✓	
4 - Emergency First Aid Certificate		✓
Skills, Knowledge & Experience		
4 - IT skills to include the ability to use Microsoft Office (Excel, Word and Outlook)	✓	
6 – Knowledge and relevant experience around UK Law in Safeguarding children and statutory requirements	✓	
7 – Knowledge and experience of FA & EFL Safeguarding Policies and Minimum Requirements		✓
10 – Comfortable delivering presentations to a group	✓	
11- Strong organisational and administrative skills	✓	
12 - Excellent communication skills	✓	
13 - Accurate timekeeping skills	✓	

Attitude/Behaviours		
14 - Takes responsibility for ensuring a high quality of work	✓	
15 - A genuine team player who will support and motivate other members of the team	✓	
16 – An adaptive individual who can cope well in high pressure situations	✓	
17 – A proven ability to multitask and manage multiple projects	✓	





Personal Qualities		
18 - Hardworking and enthusiastic	✓	
19 - Meticulous attention to detail	✓	
20- Understands the importance of confidentiality and integrity at all times	✓	
21 - Loyal and committed	✓	
22 – Seeks to learn and develop daily	✓	

Application Process: Head of Player Care - Academy

Application Instructions	<p>Interested applicants should write or email the Club outlining their suitability for the role in the form of a Cover Letter and submit a copy of their C.V.</p> <p>Application Postal Address: Stevenage Football Club, The Lamex Stadium, Broadhall Way, Stevenage, Herts, SG2 8RH</p> <p>Email Applications to: robbieo@stevenagefc.com</p>
Application Deadline	Friday 30th July 2021
Interview Date	W/C 2 nd August 2021
Role Start Date	August 2021
Employability Statement	Stevenage Football Club is committed to being an equal opportunities provider and welcomes applicants from all members of the community. Should you require assistance with your application please contact the Club in advance of your submission.
Equal Opportunities Statement	<p>Stevenage Football Club is an equal opportunities employer and staff will be regarded equally and will be given equal opportunities irrespective of sex, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin.</p> <p>Further training on Anti-Discrimination and Inclusion is available to all.</p>
Safeguarding Statement	<p>Stevenage Football Club is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.</p> <p>Relevant information and / or documents will be distributed as part of the recruitment process.</p>

