Job Description



Job Title	Academy Driver
Reporting to	Academy Operations Manager
Location	Academy
Line Management Responsibility	N/A
Main Purpose	To provide support for the day to day operations of the academy with a particular focus and responsibility for transport provision.
Working Hours	Casual contract – this may include evenings, weekends and bank holidays as required and in line with business needs

DUTIES & RESPONSIBILITIES

Your main responsibilities for this role include, but are not limited to the following:

- To transport scholars daily between Academy Sites.
- To support the transport of players on the Hybrid School Release Programme on a Tuesday, Thursday & Friday.
- To transport trialists between accommodation hosts and training facilities.
- To collect and drop off any players arriving at Birmingham New St Station or Birmingham Airport.
- To transport players to and from fixtures/tournaments
- To transport players to and from training
- To transport food between the club venues
- To drive club vehicles in a responsible and competent manner and supervise the players to and from their pickup points.
- Carry out daily vehicles checks and basic maintenance (checking oil levels, topping up fluid levels, tyre pressures etc.) and refueling vehicles.
- To ensure Club Vehicles are kept clean, tidy and roadworthy condition before and after use.
- Maintain up-to-date logs of mileage and fuel fill-ups using the approved tracking tool.
- To have a clean driving license and if there are any issues with endorsements or penalty points these are reported immediately to the Transport Manager.
- To ensure all players wear seatbelts whilst travelling on minibus and any player behavior issues are reported to Transport Manager.
- To ensure all safeguarding procedures are followed and to liaise with Club and Academy Safeguarding Officers on any issues of concern.
- To transport the match day playing kit for U9-U16 to the correct venue.
- To provide additional general support to the operations department when not transporting players.



- The carry out all responsibilities with due regard to the Club values and policies and procedures, in particular Health & Safety, Equality and Diversity, Safeguarding and Transporting Children/ Young People and Adults at risk in club and private vehicles policy
- To undertake required training, including but not limited to mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.

Additional Duties:

- To attend all in-service training sessions and meetings when requested.
- To maintain your Safeguarding Training & DBS in line with the FA & Club Policy
- To adhere to club policies with particular emphasis to safeguarding children and equity.
- To report any serious breaches of discipline to the Academy Manager.
- To complete all necessary paperwork as requested by the Academy Manager, The Premier League or FA
- To converse and liaise with parents when required.
- To be able to communicate with a range of people.
- To have the ability to work on own initiative and as part of a team.
- To have a flexible approach to working arrangements and be reliable
- To provide a copy of your driving license and check code on an annual basis and as and when requested
- To contribute positively to the Clubs vision and culture
- To promote and adhere to the Equality, Diversity and Inclusion Policy and to work consistently to embed ED&I into everything.
- To ensure the working environment is free from harassment and discrimination and any other form of unacceptable behaviour.
- To fully participate in one-to-ones and departmental reviews and meetings.
- To fully participate in annual and mid-term appraisals.
- To understand the Club's Safeguarding policy, procedures and best practice guidelines and use these to ensure appropriate and safe working practices applicable to the role.
- To promote and assist with Safeguarding.
- To carry out CPD and keep up to date with any training and updates relevant to the role.
- To ensure the health & safety within the Club for self and others is adhered to at all times.
- To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding.
- To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands.

Job Description



PERSON SPECIFICATION

Essential Criteria

- Full clean driving license with the ability to drive up to D1 class vehicles
- Flexible approach in working days and hours
- Pleasant approachable personality
- Ability to work on own initiative and as part of a team
- Reliable and trustworthy
- Honest, sense of responsibility and confidentiality
- Highly organised and methodical approach to workload
- Confidential and diplomatic
- Excellent communication skills both written and verbally
- Right to Work in the UK

Equality and Diversity

West Bromwich Albion FC is an equal opportunities employer and is committed to provide equality and fairness for all employees and opposes all forms of unlawful and unfair discrimination and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

Safer Recruitment

West Bromwich Albion is committed to safeguarding and promoting the welfare of children, young people and adults at risk, therefore expects all staff and volunteers to share this commitment.

WBA's Safeguarding, Equality and Whistleblowing policies can be accessed here https://www.wba.co.uk/club/about-us/club-policies

It is unlawful for the Club to employ anyone who is involved with regulated activity who is barred from doing so and we will carry out rigorous pre-employment checks and screening.

An Enhanced DBS, References, Qualifications, Proof of Identity and Right Work in the UK checks will be required and carried out prior to commencement in this post.

Signed	Name	Date