

**JOB DESCRIPTION**

Academy Manager

Department	Academy
Academy category	EPPP Category 3
Reports to	Chief Executive Officer
Responsible for	All academy coaching, support and operational staff
Age phases	Foundation Phase (U9–U11) and Youth Development Phase (U12–U16), and U18s where operated
Location	Academy training base and USW Treforest, Newport Velodrome (plus fixtures / away venues)
Contract	Full-time, permanent
Hours	Includes evenings, weekends, matchdays and the academy fixture programme
Salary	£35,000 - £37,600pa
Pre-employment checks	Enhanced DBS (child workforce) with barred-list check, references and safer recruitment

ROLE OVERVIEW

Newport County AFC is seeking an experienced Academy Manager to lead and take overall accountability for the club's EPPP Category 3 academy. The postholder will provide strategic and day-to-day leadership across the academy, ensuring the club meets and maintains its Category 3 status while delivering a high-quality, player-centred development programme.

Central to the role is developing home-grown talent and a clear, visible pathway to the first team, always within a culture where the safeguarding, welfare and holistic development of young people come first. The Academy Manager will lead a multidisciplinary team and represent the academy to the EFL, Premier League, FA and wider stakeholders, reflecting the values of a proud, community-rooted club.

KEY RESPONSIBILITIES**Leadership & strategy**

- Provide overall leadership and day-to-day management of the academy, accountable for its performance, culture, standards and direction.
- Develop, own and deliver the Academy Performance Plan and coaching curriculum, aligned to the EPPP and the club's playing philosophy and values.
- Set and role-model the academy's identity, standards and behaviours across all staff, players and support functions.

EPPP & Category 3 compliance

- Ensure the academy meets and maintains EPPP Category 3 status and all associated audit criteria.
- Lead preparation for, and management of, the independent EPPP audit and any EFL, Premier League or FA inspections.
- Ensure full compliance with the EFL Youth Development Rules, Premier League Youth Development Rules and FA regulations.
- Maintain accurate, up-to-date records on the Performance Management Application (PMA) and other required systems, and manage player registrations correctly.



Safeguarding & player welfare (paramount)

- Champion a culture in which the safeguarding and welfare of children and young people is the single highest priority.
- Work closely with the club's Designated Safeguarding Officer(s) to ensure full compliance with the safeguarding policy and all statutory requirements.
- Ensure all academy staff hold appropriate enhanced DBS checks, safeguarding training and role-relevant qualifications, and that concerns are recorded, reported and escalated appropriately.
- Ensure a safe, inclusive and positive environment for every young player at all times.

Coaching & player development

- Oversee the coaching programme across the age phases, ensuring age-appropriate, individualised, player-centred development.
- Lead a joined-up multidisciplinary offer — coaching, sports science and medicine, performance analysis, psychology and education & welfare — to develop the whole player.
- Drive individual learning plans and regular player reviews, tracking progression and academy productivity towards the first team.
- Manage the games and fixtures programme to provide appropriate challenge and playing opportunities.

Staff leadership & management

- Lead, manage and develop academy coaching and support staff, in line with the club's safer recruitment procedure.
- Set objectives, carry out appraisals and support continuing professional development, ensuring staff hold the qualifications required for their role and phase.
- Build a high-performing, collaborative and values-driven multidisciplinary team.

Education, welfare & player care

- Ensure players' education, schooling and personal development are actively supported alongside their football, working with schools and education providers.
- Promote player care, life skills, inclusion and holistic development throughout the academy.

Player recruitment & pathway

- Oversee academy player recruitment and retention within FA/EFL rules on recruitment, registration and catchment.
- Build strong grassroots, school and community links across South Wales to strengthen the talent pipeline.
- Work closely with the first-team manager and staff to provide a clear, visible pathway from academy to first team, and to maximise the number of players progressing to professional opportunities.

Operations, budget & facilities

- Manage the academy budget, resources and facilities effectively and within the club's financial controls.
- Ensure kit, equipment, transport, medical provision and facilities meet category, safety and welfare requirements.
- Oversee academy administration, policies, risk management and record-keeping.

Governance & stakeholders

- Represent the academy positively with the EFL, Premier League, FA, League Football Education and local partners.
- Report to the CEO / Board on academy performance, compliance, productivity and risk.



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- Engage parents and guardians constructively, communicating clearly and managing expectations.

General

- Work flexible hours including evenings, weekends, matchdays and the academy fixture programme.
- Undertake any other reasonable duties required to support the academy and the wider club.

PERSON SPECIFICATION

Essential

- Proven experience in a senior academy or youth-development role within professional football.
- Thorough working knowledge of the EPPP, EFL/Premier League Youth Development Rules and Category audit requirements.
- A recognised coaching qualification (minimum UEFA B Licence) together with the FA Advanced Youth Award, or equivalent.
- Current FA Safeguarding certification and a strong, demonstrable commitment to safeguarding; eligible for an enhanced DBS check (child workforce).
- FA Emergency First Aid (or willingness to obtain).
- Strong leadership and people-management experience, including leading a multidisciplinary team.
- Excellent organisational, administrative and IT skills, including experience of academy data / management systems (e.g. PMA).
- A clear understanding of player care, education and welfare in an academy setting.
- Availability and willingness to work evenings, weekends and matchdays across the season.

Desirable

- Experience of managing or preparing for an EPPP category audit.
- UEFA A Licence held; Talent Identification and/or advanced management qualifications.
- Working knowledge of sports science, performance analysis and medical provision within academies.
- Budget, facilities and project-management experience.
- A relevant degree or management qualification.
- Knowledge of the South Wales and Newport talent landscape and grassroots network.

Personal attributes

- A visible, values-driven leader with high standards; child-centred, collaborative, resilient and organised, with a genuine passion for developing young people and representing Newport County.

SAFEGUARDING & EQUAL OPPORTUNITIES

This post involves regular contact with, and responsibility for, children and young people. It is exempt under the Rehabilitation of Offenders Act 1974 and is subject to an enhanced DBS check with barred-list check, satisfactory references and the club's safer recruitment procedure. Newport County AFC is committed to safeguarding and promoting the welfare of children, young people and adults at risk, and expects all staff to share this commitment. The club is an equal opportunities employer and welcomes applications from all sections of the community.

HOW TO APPLY

To apply, please submit an application via the club's recruitment system (EFL iRecruit). Closing date: 06 October 2026. This job description is intended as a guide to the main responsibilities of the role and is



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not an exhaustive list of duties; it may be reviewed and amended in line with the needs of the club and any changes to EPPP or regulatory requirements.