

BURTON ALBION FC

PIRELLI STADIUM · PRINCESS WAY · STAFFORSHIRE DE13 0AR U.K.
01283 565938 · WWW.BURTONALBIONFC.CO.UK · COMPANY NO.488096



JOB TITLE	Academy Head of Player Care
LOCATION	The Pirelli Stadium, Princess Way, Burton on Trent, DE13 0AR and Academy Training Grounds
REPORTING TO	Academy Head of Player Development (Academy Manager)
DIRECT REPORTS	n/a
JOB TYPE	Standard working week of 40 hours to be worked on days and times as agreed noting these may be outside of normal office hours, at evenings, weekends, on bank holidays and on public holidays for match days and events plus additional hours as and when required to meet the demands of the business.

Job Summary

The post holder is tasked with designing and delivering a high-quality programme to support both the holistic development and well-being of all Academy players, across all age groups within the Academy u9-u18 to ensure all aspects of welfare and wellbeing of our young people is at the forefront of everything we do.

The Academy Head of Player Care is an integral role within the Academy Management Team; working closely with other department leads to ensure a multi-disciplinary approach is always taken whilst our young people are at the Football Club and beyond.

Role Responsibilities

Programme Management

- Oversee delivery and management of the Life Skills curriculum for players U9-U18.
- Manage and deliver personal development and life skills plans.
- Plan and facilitate age-appropriate activities.

Induction and Transition (All age groups)

- Implement the Academy's Induction and Exit Strategy.
- Safely induct new players and support their transition.
- Ensure a clear exit strategy and support released players.

Player and Family Engagement

- Lead parent voice group and Academy management team for feedback and improvements.
- Communicate effectively with players and parents regarding Academy operations.

Safeguarding and Welfare

- Promote safeguarding and welfare in collaboration with the Academy DSO, Academy Manager and Safeguarding, Welfare and EDI.

- Support the Academy Head of Education & Welfare in ensuring best practices in safeguarding and player welfare.
- Evaluate and improve the Academy's mental health and wellbeing strategy with support from the Academy Head of Education & Welfare.

Performance and Wellbeing

- Support performance psychology programmes and workshops.
- Promote equality, diversity, and inclusion with specific training and workshops.
- Create a wellbeing risk database and devise interventions.
- Track and monitor the wellbeing of players throughout the course of the season.

Stakeholder Engagement

- Establish relationships with external stakeholders.
- Develop opportunities for personal development outside football.

Operational Responsibilities

- Plan and manage logistical travel for players.
- Fulfil audit requirements as per EPPP rules.
- Participate in multidisciplinary reviews for player care and wellbeing.
- Support the Club's response to audits and assessments.

General Duties

- Be present and approachable during training evenings.
- Contribute to the review process and provide support through meetings.
- All employees may be required to undertake any other duties as may be reasonably requested.

Health & Safety Responsibilities

- Take responsibility and care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.
- To comply with all aspects of the Club's Health & Safety Policy and arrangements, to enable the company to perform its civil and statutory obligations in relation to Health & Safety.

Safeguarding Responsibilities

- Adhering to safeguarding policies and procedures as outlined by the Club; and report any safeguarding or welfare concerns to the Designated Safeguarding Officer in the first instance
- This position required an Enhanced DBS check due to the nature of the work involved

Equality, Diversity and Inclusion responsibilities

- Hold a commitment to equality, diversity and inclusion in the workplace and in sport

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation

Qualifications/Experience/Knowledge

- Emergency First Aid in Football (EFAIF)
- FA Safeguarding Certificate

Person Specification – Skills/Abilities

- Demonstrated experience of working within professional football at Academy level – with knowledge of the Elite Player Performance Plan (EPPP).
- Demonstrated experience of working with Children and Young People including a demonstrated understanding of safeguarding protocols and processes.
- Outstanding communication skills with presentation skills to deliver life skills to Young people.
- Strong organisational skills and competent in administrative duties with a high level of attention to detail – in particular around accurate data and information.
- A proactive thinker who always looks for opportunities to improve and enhance the educational experience strategy.
- A dynamic, hardworking individual that is able to relate to all staff members and Is receptive to feedback about own behaviour, strengths and areas for improvement that identifies improvement strategies relating to Academy recruitment activities.
- Displays a high level of confidentiality and transparency and is able to contribute to team meetings in a professional manner.
- Flexible approach to meet the nature and demands of the business.
- Proactive, solution-oriented mindset with a commitment to continuous improvement.
- Ability to meet the travel needs of the post (which includes travel to other parts of the UK and abroad as required).

Code of Conduct

The Club expects the highest standards of integrity and conduct in all matters concerning the Club and its employees. The Code of Conduct (along with the Staff Handbook) makes clear the standards of conduct expected from its employees and explains the responsibilities of the Club, as the employer. All employees are expected to act wholeheartedly in the interests of the Club at all times. Any conduct detrimental to its interests or its relations with its customers, suppliers, the general public or damaging to its public image shall be considered to be a breach of Club rules and policies. Discriminatory, offensive and violent behaviour are unacceptable and any complaints or concerns will be dealt with and acted upon.

Equality Inclusion & Diversity

Burton Albion are committed to ensuring that equality, inclusion and diversity of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the Club that no person, whether player, job applicant, employee, volunteer or customer, shall be discriminated against. The Club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage & civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.

The Club is fully committed to the EFL Equality, Diversity & Inclusion Standards and we particularly welcome 'entry level' applications from women, individuals from Black and Minority Ethnicities, the LGBT community and anyone with a disability.

Safeguarding

Burton Albion are committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the Club and believes that the general wellbeing, welfare and safety of all children and vulnerable adults engaged in Club activities is of the utmost importance. The Club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters – including Safer Recruitment - , carried out in a spirit of partnership and openness with the child or vulnerable adult, families and the relevant local authority.

Potential applicants are advised to check on the government website (<https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give>) whether cautions / convictions should be disclosed as part of their application.