



Notts County Football Club

The World's Oldest Football League Club

Meadow Lane, Nottingham, NG2 3HJ

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NOTTS COUNTY FC - VACANCY

JOB TITLE:	Academy Operations Manager
REPORTING TO:	Academy Manager
HOURS OF WORK:	Nominal 40 hour working week
CONTRACT:	Permanent – subject to 3 months probationary period

ROLE PURPOSE

The Academy Operations Manager is a multi-skilled and crucial role that requires a sound understanding and awareness of EFL Academy processes and procedures. The Academy Operations Manager is required to work closely with key stakeholders, both internally and externally, to drive forward the Academy and Club's aspirations to gain EPPP Category 2 status.

The post holder will lead the Academy's delivery of administrative, operational, logistical and other support services in consultation with the Academy Manager.

MAIN DUTIES & RESPONSIBILITIES

Human Resources

- Key role in managing the resourcing requirements of the Academy including working closely with Human Resources in relation to the drafting and implementation of recruitment ads and job specifications, reviewing applications, working closely with the Academy Manager in relation to candidate selection, supporting Human Resources at each stage of the interview process and playing a key role in the decision-making process, and implementing an appropriate induction programme for all new joiners
- Support the Academy Manager and Group HR Director with first stage human resources issues including probationary reviews, performance, disciplinary, grievance and welfare matters, as well as training learning and development
- Work closely with the Academy Psychologist and Designated Safeguarding Officer to develop a clear understanding of the Academy, including scholars, staff, parents and casual workers, from a welfare perspective ensuring that the Academy operates seamless and first-class support
- Lead regular Academy team meetings, setting Agenda and actions points, taking minutes and circulating the same both accurately and timely
- Overall accountability for ensuring that all casual workers are appropriately reference and DBS checked including carrying out all leaver processes in line with EFL and EPPP requirements and working with the Designated Safeguarding Officer to ensure that all data and information is appropriately captured via compulsory records including the Single Central Record
- To ensure HR compliance in relation to the monitoring and upkeep of all staff records and personnel files (i.e. consultancy agreements, personal qualifications, self-certification, expenses policy, etc)

Finance

- Responsible for collating and submitting all Payroll and expenses information, including new joiner and expenses forms and recruitment compliance documents to Human Resources and Payroll as appropriate
- To manage the Academy budget on an annual basis, to include regular review of income and expenditure, cash flow and objectives together with the requirements as directed by the Group Finance Director, Football Operations Director and Academy Manager
- Support the Academy Manager to generate revenue for the Academy via various channels (i.e. sponsorship, fundraising, new business, initiatives, etc) as directed by the Group Finance Director and Football Operations Director

www.nottscountyfc.co.uk

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- Ensure that the Academy follows the Club's Purchase Order procedure at all times as directed by the Group Finance Director, and adhere to effective financial processes relating to budgetary control and invoices and other Academy financial transactions

EFL Processes & Protocols

- Undertake the role of super user for the Performance Management System and manage the PMA administration rights, together with the Head of Coaching, to ensure that the PMA is up to date and accurate and reflective of Academy and EPPP rules and regulations. To alert the Head of Coaching and Academy Manager of any concerns or issues
- Work with the Academy Manager to ensure EPPP compliance to include administration of the EPPP audit process
- Attend EFL, Premier League and/or FA meetings as and when required

Match and Players Co-ordination (Academy and Girls Team)

- Responsible for all Academy player registrations from U9 to U18 level and Girls player registrations, and assisting with other players registrations, such as work experience placements for scholars, as required by the Football Operations Director
- Ensure that all player and trial registrations are submitted correctly and in a timely fashion with the EFL and any other required football authorities, making certain that all protocols, rules and regulations are complied with to ensure players are eligible for training and matches
- To liaise closely with the Academy Manager and Head of Coaching in respect of all matters relating to the release of Academy players ensuring that Club and EFL guidelines and protocols are adhered to
- Arrange and coordinate all Academy fixtures and tours from U9 to U18, development/reserve fixtures and Girls matches including dealing with opposition clubs, match officials and arranging catering/transportation/accommodation if required
- Maintenance of Academy databases and filing system for Academy players (9-16), Football Scholars (16 - 19) and Staff and ensure accuracy
- Liaise with other academies and the FA/EFL regarding scouts attending matches
- Coordinate and maintain full records of Academy player disciplinary matters and records
- Book facility hire as and when required for training and matches
- Coordinate and distribute a weekly timetable for the Youth Team to other departments and appropriate third parties. This includes, but is not limited to, catering arrangements, kit provision and organisation, laundry, facility preparedness and access, provision of equipment, parking and pitch bookings.
- Co-ordinate and manage all training, kit and equipment, insurance and affiliation processes for the Girls teams
- Provide general administrative support to other Academy staff members

Scholars

- Key role in the management of the LFE's rules and regulations regarding scholars' attendance and supporting the maintenance of appropriate records and attendance registers working with the Education Officer
- Support the implementation of the scholars' induction programme and processes working closely with the Academy Manager and other key contacts as necessary
- Support kit and equipment processes including liaising with Academy Manager, Kit & Equipment Manager, coaches and players

Safeguarding

- Manage and supervise the Designated Safeguarding & Equalities Officer ensuring that all Academy staff, including casual workers, are appropriately DBS checked and have received the appropriate safeguarding training. Overall accountability for the up to date recording of the Single Central Record
- Manage the YD2 requirements for the Academy and Girls Team
- Work closely with the Designated Safeguarding & Equalities Officer in relation to Academy safeguarding issues including co-ordinating meetings and telephone calls and attending and supporting meetings as required

Technical Specification

- Expert knowledge of EFL Youth Development Rules and ensure that all Academy staff work to the same
- Sound working knowledge of Microsoft Office including Word, Excel and Powerpoint
- Excellent organisational and time management skills
- Able to strike up and develop a good working relationships with Academy, scholars, parents and other key contacts across the business
- To able to work reactively as well as proactively
- Inquisitive nature and able to keep on top of evolving policies and processes relating to Academy, EFL, LFE, EPPP and other compulsory bodies to ensure awareness of policies and processes
- Ability to liaise with coaches, footballers, management and other football related individuals in a professional manner

Essential Criteria

- Satisfactory Enhanced CRB and DBS disclosure
- Must hold a full UK driver's licence

Person Specification

- Professionally robust with the drive and enthusiasm to set high standards and drive the Academy forwards
- Excellent communication skills, both written and verbally, able to communicate and liaise with both senior and junior stakeholders alike
- Able to manage a variety of tasks within compulsory timescales as required by the Academy and various authorities
- Motivated, passionate about working in an Academy, with a 'can do' and flexible approach to work and working hours
- Able to engage with the Academy Manager and the Board at a senior level as and when required to set out the vision and mission of the Academy and its continued growth and success

The position is full-time and primarily based at the Club's stadium in Nottingham and various training venues. The post holder will be required to perform their duties and/or additional work or attend training outside of normal office hours and/or in different locations, either domestically or on occasions internationally.

HOW TO APPLY

If you wish to apply for this role please submit a CV and covering letter to Beverley Markland, HR Manager at Meadow Lane, Nottingham, NG2 3HJ or by email to beverley.markland@nottscountyfc.co.uk outlining how your skills match those required for the role.

Package will be commensurate with the necessary experience for this role.

CLOSING DATE

- The deadline for all applications will be close of business (5pm) on Friday 25th May 2018.
- Any applications received after this date will not be considered for the role.
- Applications must be supported by a letter detailing why the applicant believes they are a suitable candidate for the post and be accompanied with an up to date CV.

The appointment of the successful candidate will be subject to two professional/personal references to the satisfaction of Notts County FC.

Notts County FC is an equal opportunity employer, and is committed to ensuring equal opportunities, fairness of treatment, dignity, work life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassments and in which all decisions are based on merit.

It is the Club's policy to treat all workers and job applicants equally and fairly irrespective of their sex, marital status, civil partnership status, trans-gender status, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age or disability.