



## PORT VALE FOOTBALL CLUB

### Academy Operations Manager

#### JOB DESCRIPTION

**Reporting to:** Academy Director

**Term:** Permanent, Full Time

**Salary:** Dependant on Experience & Qualifications

**Hours:** 37.5 (varying schedule with daytime, evening & weekend work required)

**Locations:** Port Vale Football Club, (any other venues as and when required).

**Scope:** Port Vale Football Club Academy

#### MAIN PURPOSE

To be responsible for the organisation, planning and delivery of the Club's Academy operational and administrative activities. The primary focus of the role shall be to ensure all regulatory aspects of the EFL's EPPP framework are met, whilst providing a safe environment for the staff and players to develop within.

#### ROLES AND RESPONSIBILITIES

- To lead the Academy's delivery of administrative, operational, logistical, and other support services in consultation with the Academy Director.
- To act as the principal point of contact between the Academy and the English Football League/Football Association/LFE for all strategic and operational matters.
- To support the Academy Director in developing the Academy and Football Department application to achieve the Equality Code of Practice.
- To oversee the effective arrangement of all training session & matchday fixtures for Academy teams.
- To ensure that our liaison with opposition clubs (in relation to logistical details including venue arrangements, accommodation, kit, administration, and equipment) is conducted in an efficient and professional manner.
- To lead all processes in relation to administrative, registration and regulatory requirements with the English Football League, FA, and LFE and to liaise closely with the Club Secretary to ensure that all governance is compliant.
- To ensure that Match Officials are organised for all fixtures across all relevant age groups, ensure Match Officials are paid accordingly for the fixture.
- To oversee the management of all logistical/operational issues affecting Port Vale Academy at the appropriate sporting venues.
- To liaise closely with the Academy Head of Recruitment, the Club Secretary, and the Head of Coaching in respect to all matters relating to player

recruitment, registration and release of Academy players ensuring that the Club/EFL/FA guidelines and protocols are adhered to.

- To liaise closely with the Academy Director, Academy Education Lead and Player Care Lead in respect of all administrative and logistical arrangements required to deliver a comprehensive Education and Welfare Programme.
- To lead and manage the administrative requirements of the EPPP across the Player Performance Pathway, and to liaise with all Academy Senior Management Team members (AMT) to ensure that KPI Performance Targets are adhered to.
- To develop a comprehensive understanding of all relevant EPPP requirements.
- To manage the distribution to Academy players, and their parents/guardians, all information relating to the arrangement and staging of training sessions and Games and to provide them as agreed with the Academy Director/ Head of Coaching.
- To agree with the Academy Director, and Finance Manager, and implement effective financial processes relating to budgetary control, purchases and invoices and other Academy financial transactions.
- To ensure the arrangement of all CPD and training courses are up to date as per the staff central single database so that DBS and other licence and qualification requirements are in place.
- To be a key member of the Academy Senior Management team and to proactively contribute to Academy discussions and decisions.
- To resume the role of Academy Designated Safeguarding Officer and possess/develop a working knowledge of Safeguarding Children regulations.
- Further duties as required by the Academy Director.
- To Manage the Player Care Lead on all matters, and situations that may occur.
- Take the lead role in Academy audits, coordinating departmental responsibilities and uploading documentation to the ASA.
- Support the HR function for the Academy, including but not limited to, adhering to the safer recruitment policy, Inductions etc.
- Support to ensure the Academy is Health and Safety compliant, taking the lead during LFE audit processes.

## **SAFEGUARDING RESPONSIBILITIES**

- Working with others within the organisation to create a positive, child-centred environment within the sport.
- Play a lead role in developing and establishing the organisation's approach to safeguarding children and young people – a key role within the organisation.
- Manage safeguarding concerns and report and record on My Concern.
- Central point of contact for internal and external individuals and agencies.
- Represent the organisation at external meetings related to safeguarding.
- Ensure safeguarding standards are met and maintained, keep own knowledge and skills up-to-date and attend EFL CPD events where required.

## **SKILLS, KNOWLEDGE & EXPERIENCE**

- A detailed understanding of player registration issues and processes.
- A high level of competence in relation to budgetary management and control.
- Exceptional administrative and organisational skills.

- Solid facility/logistical/operational management experience in a service sector/football environment.
- Valid full UK driving licence.
- IT Skills to include a very high level of competence using Excel, Word, and PowerPoint.
- Experience of planning, delivering and organising logistical requirements in relation to football matches, training sessions, tournaments, and tours.
- Ability to liaise empathetically and effectively with young players, parents, scouts, coaches, and club senior management.
- Be confident to lead and deliver staff CPD programmes as well as parent and player workshops/reviews and update evenings.

## **ATTITUDES & BEHAVIOURS**

- A decision making leader
- Solution focused
- A genuine team player
- Hardworking & enthusiastic
- Excellent communicator
- Proactive decision maker
- Displays high level of confidentiality
- Meticulous attention to detail
- Flexible in approach, and willingness to learn
- Receptive to feedback including areas for self-development

This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility.

### **Safeguarding Statement**

Port Vale Football Club is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

### **Equality Statement**

Port Vale Football Club is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.

**[\[CLICK HERE TO APPLY\]](#)**