# **Bristol Rovers**

# Football Club

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| Job Title  | Part Time Academy Operations Manager /Designated Safeguarding Officer |
| Based at  | Memorial Stadium, other locations as and when required  |
| Accountable to  | Academy Manager / Lead Designated Safeguarding Officer |
| Responsible for  | Academy Administration / Player welfare |
| Hours of work  | 25 Mon, Tue, Wed, Fri 10:00-15:00Thurs 13:00 – 18:00 |
| Salary  | £15,000 |
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| **Job Purpose:** |

To be responsible for:- * organisation, planning and delivery of all operational, administrative and logistical support within the Club’s Academy
* ensure effective communication and work practices within the Academy and with the Football League / key external partners.
* safeguard and promote the welfare of children and young people and ensure all club staff and volunteers, parents and players/children understand their role in safeguarding children, young people.
* Report and refer child protection and/or poor practice complaints in line with policy guidance advised by The Football League and The Football Association.
* To keep records of any incidents relating to the welfare of any child.
* To liaise with all parents and authorities in respect of any Safeguarding complaints.
* Report regularly to the Lead Designated Safeguarding Officer
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| **Main Responsibilities/Description of Duties:** |
| * To lead the Academy’s delivery of administrative, operational, logistical and other support services in consultation with the Academy Manager
* To act as the principal point of contact between the Academy and the Football League/FA for all strategic and operational matters.
* To act as the main point of contact to ensure effective working with training ground facilities
* To oversee the effective arrangement of all fixtures/tours for Academy teams and to ensure that our liaison with opposition clubs (in relation to logistical details including, but not limited to, venue arrangements, travel requirements, accommodation, kit, administration and referee appointments) is efficient and professionally handled.
* To lead all processes in relation to administrative, registration and regulatory requirements with the Football League, and FA, and to liaise closely with the Club Secretary to ensure that all governance issues are satisfied.
* To ensure that the process of greeting, paying and accommodating match officials is efficient and effective.
* To oversee the management of all logistical/operational issues affecting the Academy. This includes, but is not limited to, travel arrangements, kit provision and laundry.
* To liaise with the host families with regards to ensuring all relevant administration tasks are completed and updated on a regular basis
* To liaise closely with the Academy Head of Recruitment, the Club Secretary, and the Head of Coaching in respect to all matters relating to the recruitment, registration and release of Academy players ensuring that Club/Premier League/F.A guidelines and protocols are adhered to.
* To liaise closely with the Academy Head of Education to support administrative aspects with regards to the schoolboy education provision on a periodic basis.
* To support the administrative requirements of the EPPP and PMA, and to liaise with all Academy Senior Management Team members to support the audit process.
* To develop a comprehensive understanding of all relevant EPPP / SEP 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 Management Team with additional information in the form of newsletters and other relevant correspondence.
* To maintain information on the Academy website with relation to training, games and any other information as required by the Academy Management Team
* To support (with the Academy Manager) effective financial processes relating to budgetary control, purchase orders and invoices and other Academy financial transactions
* To be a key member of the Academy Senior Management team and to proactively contribute to all Academy discussions.
* To possess/develop a working knowledge of Safeguarding Children regulations
* Any other ad hoc duties as required by the Academy Manager
* To abide by all club policies including (but not exclusive to) Safeguarding, Equality and Health & Safety
* To manage any appropriate data-base systems related to safeguarding children in line with Data Protection Legislation.
* To respond to requests from The FL or FA in relation to information or enquiries regarding safeguarding children involved with the Club.
* To facilitate or deliver safeguarding induction and training for club staff appropriate to their work with children and young people.
* To deal with manage and monitor instances of poor practice and/or child protection and report through club reporting procedures, keeping appropriate records.
* To represent the Football Club at Safeguarding workshops or training delivered by The FA and The Football League or other specified training agencies.
* To assist with raising the profile of safeguarding children, both within the club and with external or partner agencies. Including LSCB’s if required.
* This post may require some travel, including trips and tournaments across Great Britain
* To undertake any other duties that might be reasonably directed by the Academy Manager.
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| **Experience/Qualifications/Training** |
| **Essential:*** High levels of administrative and IT skills (in particular Word/ Excel/ Access).
* High levels of communication skills, both orally and written.
* Personable and enthusiastic with a strong work ethic.
* High level of initiative, decision-making and discretion
* FA Welfare Officer Workshop (WOW 3 hours) or /and attend The Football League annual Safeguarding Workshop.
* A sensitive approach to encouraging young people’s development. Energy, enthusiasm, reliability, patience, a commitment to equal opportunities
* Full Drivers Licence
 | **Desirable:*** Knowledge of the PMA system.
* Knowledge and understanding of the EPPP process
* Knowledge and understanding of the SEP
* Experience of working within Safeguarding
* Current DBS Certificate
* Safeguarding Workshop training
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**Applications:-**

CV & Covering Letter to academy@bristolrovers.co.uk

**Closing Date:- Friday 2nd October 2020**

 Bristol Rovers values the diversity of its workforce and welcomes applications from all sectors of the community (Equality Act 2010).

* **Special Factors: This post requires a Disclosure & Barring Service (DBS) enhanced Criminal Records Check (CRC) check with a barred list check. The applicant must be prepared to submit a CRC application if they do not hold and FA CRC Certificate. This post is exempt from the Rehabilitation of Offenders Act (1974). Information on all convictions including spent convictions must be declared, in line with the new Government Filtering System.**