



Harrogate Town AFC

Job Title: Academy Manager

Contract Type: Full Time / Fixed term contract 18 months

Salary: Competitive dependent on qualifications and experience

Reports To: Operations Director

Based at: Rosset Sports Centre or any training ground used by the Club or any such other place within the United Kingdom which may reasonably require for the performance and exercise of your duties.

Hours: As required by the role, with a maximum of 42 hours per week

Purpose of Role

The Academy Manager will be responsible for shaping the continued success and future direction of the Academy department, its players, and its staff.

This is a unique program that requires an Academy specialist; someone with a clear passion and desire to facilitate the development of young players through a patient long-term approach. It is about ensuring that our young players have the skills and the pathway to reach their full potential, we drive the facilitation of learning, going the extra mile, and thinking outside the box to help our players progress.

The successful candidate must have a modern forward-thinking approach and clearly demonstrate high level skills in the following areas:

Key Responsibilities

- Oversee the continued development and effective implementation of the Academy Performance Plan (APP)
- Advising the Club's Board of Directors on whether the Academy has met the performance targets set out in the Academy Performance Plan; if not, advise the action to be taken by the Club if the Academy has not met those performance targets.
- Ensuring the effective use by all appropriate Academy Staff of the Performance Management Application, Performance Clocks and the Audit Tool including ensuring that all relevant data is recorded thereon.
- Conduct an annual self-assessment of the Academy as per agreed KPIs with Ops Director.
- Provide all necessary assistance to EFL in connection with its on-going monitoring and annual evaluations of the Academy and in connection with EPPP Audits.



- Ensure that all Academy Staff undertake the Continued Professional Development pathways as per APP
- Oversee the continued strategic development of the academy.
- To support the Professional Phase Development Coach with the Under 18's
- To work with the Head of Academy Coaching to ensure the coaching syllabus from 9-18 years is appropriate and delivered accurately across the age groups.
- To liaise with the Academy Technical Board to ensure accurate reporting of all academy matters.
- To recruit and maintain an academy management team in line with the APP and Elite Player Performance Plan
- To oversee and manage the academy budget.
- To develop a feedback system for all Academy players in line with EPPP
- To be responsible for appropriate staffing recruitment at full and part-time level.
- To work with the Head of Academy Recruitment to ensure player recruitment across all age groups is optimal.
- To maintain good relations with facilities partners to ensure all age groups have the best possible facilities available.
- To work closely with League Football Education (LFE) to ensure U18s have facilities, tutors and resources in place to follow the curriculum as set.
- To ensure appropriate medical staff, facilities and resources are in place to serve the needs of all age groups across the academy.

<u>Essential requirements for the post</u>	<u>Desirable requirements</u>
UEFA A Coaching license	Worked within a Pro football Environment.
FA Youth Award (assessed)	Experience working in the PF of an academy.
Significant experience of working in Academy football.	Worked within a Pro football Environment.
Emergency first aid in Football Level 2	
Up to date DBS and Safeguarding	Essential
Driving license	Essential
Extensive knowledge of the Academy Audit Process.	
Experience of managing large and varied workloads and tasks whilst maintaining attention to detail.	
A minimum of 2 years working with elite players or within professional football (preferably in the youth development phase)	



Able to demonstrate a high level of coaching ability working with individuals, units, and	
Experience of using the PMA system	
Experience of planning a coaching syllabus to meet the needs of players in an academy or other elite football environment.	
Ability and willingness to work outside normal hours, including evenings and weekends, often with short notice	
Show a track record of communicating and working with, motivating, and inspiring a multi-disciplinary team of staff	
FA Advanced Youth Award (or currently working towards and specific to that phase)	

Person Specification

- Self-driven with a positive outlook and a proven track record in academy football.
- Previous experience of management within an elite sports environment
- Comfortable in dealing with people at different levels and able to always maintain a high level of professionalism.
- Able to lead a team through consultation and cooperation, and at the same time achieving the highest quality results.
- Able to always represent Harrogate Town AFC positively and portray an image to internal and external users of the Academy that promotes enhances the academy's reputation.
- To understand and be committed to equality and diversity and to respect others' values and beliefs and treats others with dignity and respect.
- To understand and be committed to Harrogate Town AFC's mission and values.



Safeguarding

- Harrogate Town is committed to safeguarding, and the safeguarding of all people associated with the Football Club.
- All employees must understand the clubs safeguarding and anti-discrimination policies and procedures and put these into practice in the workplace. To enable this all employees must undertake the required training as directed by their line manager.

How to apply:

To apply, please submit your CV and covering letter, which is to be in total no more than four A4 pages, size 10 font, clearly expressing how you meet the person specification and how you would be able to meet the key responsibilities of the role.

Please also provide the names of two industry referees.

Application deadline: 28/12/2023

Applications received after this time may not be considered.

Please submit your CV and covering letter to daveriley@harrogatetownafc.com and title your email "ACADEMY MANAGER APPLICATION"

Document date: 19/12/2023