



Department	Academy
Job Title	Academy Manager
Salary	Commensurate with the role for a Cat 3 Club and relevant experience
Contract type	Permanent
Hours	40 hours per week The candidate will be required to have a flexible approach to working hours, including match days, events, evenings, weekends and such hours as necessary
Responsible for	Academy
Responsible to	Head of Football
Location	Sincil Bank, Lincoln LN5 8LD / Riseholme College, Horncastle Lane, Lincoln LN1 2ZR
Regular working hours	Office hours are Monday to Friday 9.00am–5.30pm. The post holder is to expect regular weekends & unsocial hours as part of an irregular working pattern. Annual leave is strictly restricted within key days, including but not exclusive to, transfer window(s) and pre-season recruitment periods.

Purpose of the post:

A high performing, sustainable and productive Academy is one of Lincoln City's primary strategic objectives.

Aspiring to delivering elite standards in coaching, teaching and lifelong learning, and being leaders, winners and achievers by being the best version of ourselves every day, are values central to the Academy mission and vision.

To develop players within our Academy to progress into our First Team. To develop players within our Academy to be sold by the Club Pre-Scholarship. To develop players within our Academy to be sold by the Club post-Senior debut.

To work with the Head of Football to create and develop a bespoke post-16 education/football provision.

To work with the Foundation to create and develop a Youth Development Programme that underpins the Academy.

Disclosure and Barring Service (DBS)

This role has been assessed by the Senior Safeguarding Manager and due to the nature of this post, the post holder will be required to undertake an Enhanced DBS check.

As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions at the time of application.

Key Duties and Responsibilities:

- Provide an Academy progress report to the Board on an annual basis and other written documents and presentations as requested.
- Attend monthly Technical Board meetings to discuss the Academy progress, continually analysing the performance targets, and review and evaluate the Academy programme.
- Ensure full compliance with all rules and regulations set by the Football Association and Football League and ensure the production of all documents requested by such bodies within the set time frames.
- Manage the EPPP Audit process. Ensure that all EPPP audit criteria are monitored and implemented, and any action points are acted upon.
- Ensure the Academy day to day operation is managed effectively with administration and logistics of all training, fixtures and schedules completed.
- Determine the duties and activities of all Academy staff through appropriate job descriptions, reviewed annually in accordance with the Academy KPI's and appraisal system.
- Ensure annual staff appraisals occur to provide focus and direction for continued improvement of staff and their development in line with the club philosophy.
- Outline the philosophy, aims and objectives of the Academy to staff, players, parents and other key personnel.



- Attend Academy games at all age levels ensuring good communication with staff, players and parents and monitor standards of play and match day procedures.
- Ensure an appropriate review system is in place across all phases that meet the needs of the players, parents and staff as well as meeting EPPP mandatory criteria.
- To manage weekly full-time staff meetings on the academy programme in all phases and lead a monthly Academy Management Meeting.
- To ensure all policies, practices and procedures relating to Youth Development and the Safeguarding of Young people are implemented and updated annually.
- To undertake all other tasks as required by the Technical Board or the Club's Board.
- Responsible for the recruitment and employment of all Academy staff
- To ensure the Academy Philosophies and Values are adhered to by coaches, players and parents across all phases of the performance pathway
- To undertake personal CPD as appropriate to meet the demands of the role
- Work with players in the Professional Development Phase as required and support the Professional Development Phase Lead Coach in the role and with his own development
- Carry out duties in accordance with all relevant company policies, including, but not exclusive to, the Health and Safety at Work Act, Code of Conduct, Safeguarding Policy, Diversity & Equality Policy, Equal Opportunities Policy, Financial Regulations Policy & Social Media Policy.
- Act always with utmost good faith to the Club, Foundation and the Company
- Devote full attention and ability to fulfilment of the duties required by the role
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices
- To work with colleagues throughout Lincoln City Football Club & Foundation to extend knowledge and skills in order to identify and develop best practice
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always
- To safeguard and promote the welfare of all children, young people and adults at risk
- To be vigilant and support all safety and security operations
- To recognise commercial opportunities across all products within Lincoln City Football Club & Foundation
- Promote the brand identity and increase Lincoln City fanbase throughout
- To support the Lincoln City Football Club green energy saving strategy and meet all requirements including but not exclusive to recycling, waste reduction, energy efficiency
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Chief Executive

Important information

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Lincoln City Football Club & Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.

Personal Skills/Characteristics	Essential	Desirable
Experience		
Experience of working to a budget	X	
Team working experience i.e. working within a team and co-ordinating team members	X	
Experience of a leadership role within an Academy	X	
Experience of working in a senior role for a Cat 1/Cat 2 Academy		X



Qualifications and training		
UEFA A licence	X	
Advanced Youth Award		X
Academy Manager's Licence		X
Special skills and knowledge		
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community	X	
Proficient in use of Microsoft Office systems	X	
Strong writing, language and proof-reading skills	X	
Strong verbal communication	X	
Leadership skills	X	
A working knowledge of EPPP	X	
Personal qualities		
Positive attitude	X	
Energy and enthusiasm	X	
Excellent written and verbal/presentation communication skills	X	
Ability to prioritise and meet deadlines	X	
Personal circumstances		
Ability and willingness to work outside normal hours, including evenings and weekends.	X	
Ability to travel independently	X	

The 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. All employees may be required to undertake any other duties as may be reasonably required. Lincoln City Football Club & Foundation is an equal opportunities employer.