



Department	Academy
Job Title	Academy Operations
Salary	Commensurate with the role for a Category 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 Academy & Head Football Operations
Location	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, Lincoln City's Academy take accountability and responsibility for each individual player journey, ensuring everybody graduates from our Academy with a future.

The post-holder will lead on whole-Academy administration, act as primary liaison with all governing bodies, stakeholder and work closely with the Club Secretary. The role also includes supporting all operational oversight of other key projects and partnerships.

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:

- Attend monthly Technical Board meetings to minute the Academy progress, continually analysing the performance targets, and review and evaluate the Academy programme.
- Manage the EPPP Audit process and ensure that all EPPP audit criteria are monitored and implemented, and any action points are acted upon.
- Registration of Academy team affiliations with Lincs FA; managing the administration and logistics of all training, fixtures and schedules.
- To lead regular Academy Operations Meetings.
- To ensure all policies, practices and procedures relating to Youth Development and the Safeguarding of Young people are implemented and updated annually.
- Preparing and completing all necessary paperwork to register and de-register Academy Trialists, Players and Scholars with the EFL and the FA and maintaining full Academy player records
- Ensuring compliance with all rules and regulations of the various football authorities including the EFL and the FA, attend relevant meetings and ensure the production of all documents requested by such bodies
- Coordination and maintenance of the Club's FA Member Services system in respect of Academy player disciplinary matters and records, i.e. suspensions, cautions, fines etc, including, where necessary, any appeals to the FA;
- Preparation through liaison with various stakeholders for all home and away fixtures and completion of all FA and EFL post-match documentation.
- Managing the scheduling of all Academy team competitive and non-competitive fixtures, including the arrangement and payment of match officials for all Academy home fixtures;
- Responsible for day to day Health & Safety within the Academy and the implementation of practices, policies, procedures ensuring all activities are risk assessed, up to date and regularly reviewed .



- Responsible for ensuring the Academy provides a safe and appropriate working and learning environment through the implementation of relevant policies and codes of practise.
- To be a point of consultation for parents, players, staff and other officials
- Support Safeguarding Lead to ensure that relevant staff hold appropriate Safeguarding and Criminal Records Check certificates and to provide advice and training where required.
- Work closely with the Academy Manager and Head of Football Operations to update and implement policies and procedures in accordance with current legislation and good practice guidelines.
- Assist the Academy Manager and Safeguarding Lead in developing the Academy Welfare Strategy and continuously look to identify opportunities to improve operations and practises.
- Support with the investigation of all safeguarding issues or allegations in relation to the Academy and make appropriate referrals to statutory or professional agencies in respect of allegations against adults and young people.
- Deliver appropriate training and workshops/CPD events in respect of best practice and new legislation and to work with senior management staff to promote best practise initiatives.
- Act impartially and maintain total confidentiality and sensitivity with regards to all aspects of the Academy Welfare Strategy and all data, information and reporting relating to Safeguarding.
- To undertake personal CPD as appropriate to meet the demands of the role
- 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, maintain relationships and collaborative working practices
- To safeguard and promote the welfare of all children, young people and adults at risk
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Chief Executive, Director of Football, Academy Manager & Head of Football Operations.

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 operational management, writing strategy and reports, and working to budget	X	
Team working experience i.e. working within a team and co-ordinating team members	X	
Demonstrate experience in a safeguarding/welfare role in sport within the last five years.		X
Proven ability to deal effectively and sensitively with confidential or emotive issues and experience of writing reports and compiling sensitive case file information.	X	
Experience of implementing policies & procedures and knowledge of statutory safeguarding bodies and other key partners.		X



Qualifications and training		
Appropriate business management, leadership or other operational training		X
Coaching qualifications		X
Club Welfare Officer, FA Safeguarding Tutor or other appropriate qualification		X
Safeguarding or Welfare qualifications from other sports or industry sectors, or other industry-related qualifications		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 verbal communication skills	X	
A working knowledge of EPPP	X	
Personal qualities		
Positive attitude, energy and enthusiasm	X	
Excellent written and verbal/presentation communication skills	X	
Ability to prioritise and meet deadlines and an attention to detail	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.