



Job Description & Person Specification

Position Details

Position: Head of Player Care and Personal Development (U9-U23)

Department: *Academy*

Reporting To: *Academy Manager*

Overall Objective:

To ensure our academy players are provide with the best possible care, support and development so they can maximise their potential both on and off the pitch.

To develop and manage a comprehensive and high quality programme that ensures individual players develop skills and qualities to make a positive contribution to society.

Job Description

Main duties:

- To provide leadership to and manage staff responsible for off field non-football matters relating to players in the Academy, including but not limited to welfare, mental health, and the U18-U23 Player Liaison Officer.
- Ensure our academy players are cared for and supported to the highest levels.
- To ensure that young people and Parents have a voice in the Academy.
- To develop, implement and oversee the Academy's Personal Development and Life Skills programme including Individual Development Action Plans.
- To be a member of the Academy Leadership Team.

Key tasks:

- To ensure that each player has a bespoke Individual Development Plan that focuses on their holistic development and includes activities outside the academy.
- To support any new players induction, transition through the phases and exit from the Academy.
- To develop and implement a mentoring programme for players in the academy using a range of people including staff and ex-players.
- To develop Parent and Player Leadership groups to ensure that the both groups can provide ideas and feedback on the Academy.
- To work with parents through coordinating a support and education programme.
- To work with our external consultant and Welfare Support to ensure that the club provides a range of high-quality accommodation options to meet the needs of young people requiring a residential setting.
- To put in place a detailed mental health education and support programme for young people in the academy.
- By working with the multi-disciplinary team to ensure the welfare and emotional well-being of our young people is taken care of.
- To work with the Psychology department to train staff and mentors in First Aid for Mental Health.
- To educate parents in supporting the mental health of their child.

- Working with the MDT team develop our Parent Support and Education Programme
- To support the Emerging Talent team in the recruitment of new players.
- To be the Academies representative on the Club's Equality and Diversity Working Group.
- Where appropriate conduct overseas trips risk assessments, and if required travel with the team to the tournament.
- The job will require you to work unsociable hours including evenings and weekends.
- The job may require some overseas travel.
- The Employee must at all times carry out his/her responsibilities with due regard to the Club values and policies and procedures, in particular Health & Safety, Equality and Diversity, Confidentiality and with regard to the Data Protection Act.
- The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Club.

Person Specification

Essential

- Educated to degree level in a relevant area such as but not limited to Psychology, Sports Science, Education and Social Care.
- Extensive experience in working with elite young athletes.
- An understanding of the emotional challenges and well-being requirements of young people.
- Experience in managing staff and a department.
- Experience in developing and implementing programmes, initiatives and interventions.

Desirable

- Mentoring qualification.
- Previous experience of working in Academy football
- Experience playing professional football or other sport professionally.
- A full clean driving license.

Behavioral competencies

- Communication: Able to communicate to the highest level, listens, interprets and conveys information in a clear and accurate manner, provides timely delivery of information and selects the most appropriate method of communication.
- Teamwork: Works within a multi-disciplinary team environment, co-operates with others, considers the needs of others and helps others to achieve objectives.
- Taking ownership: Ability to work autonomously on own initiative, pro-active in managing one's own time, building an understanding of the internal and external environment in order to deliver work in a highly effective and professional manner.
- Relationship Management: Is able to use a range of appropriate techniques to build strong relationships with players, parents and stakeholders.
- Excellent IT skills (including excellent MS Office – word, excel, PowerPoint).
- Able to work to tight deadlines.
- A commitment to continuing professional development

Academy Values

To adhere and communicate the Academy values to stakeholders whenever the opportunity arises.

- Integrity: Able to act in an ethical manner at all times, treat individuals with respect and demonstrate trustworthiness and honesty at all times.
- Innovation: Able to be forward thinking and strive to continuously improve our work.
- Inclusive: Be welcoming to all and create an environment of openness.
- Professionalism: The ability to maintain professionalism and a calm demeanor at all times.

- Pride: Take pride in your actions and decisions and exhibit enthusiasm and excellence.

Role Requirements

- To undertake required training, including mandatory Club Equality and Diversity and Health and Safety training.
- To ensure that the Club's Safe-guarding and Vulnerable Adults policies and procedures are adhered to at all times.
- To adhere and communicate the Club's brand values to stakeholders whenever the opportunity arises

The role is subject to an DBS check

Leicester City Football Club is an equal opportunities employer and is committed to provide equality and fairness for all employees. Leicester City Football Club opposes all forms of unlawful and unfair discrimination. Please refer to our Equality and Diversity Policy for further information.

Employee Signature _____

Date _____

Manager Signature _____

Date _____