

# Academy Manager

## Job Description and Person Specification

### Position Details

<b>Position:</b> Academy Manager	<b>Department:</b> Academy	<b>Reporting to:</b> Executive Director
<b>Direct Reports:-</b> Academy Head of Coaching PDP Coach Senior Academy Physiotherapist ( <i>shared reporting with Head of Sports Science and Medicine</i> ) Academy Analyst Education and Welfare Manager Head of Recruitment Football Operations Executive ( <i>shared reporting with Head of Football Operations</i> )		<b>Hours per week:</b> 37.5 hours per week

#### Overall Objective

To deliver and implement the strategic plan for the Academy and provide leadership to all staff, players and other stakeholders in the MK Dons Academy.

Job Description	Person Specification
<p><b><u>Main Objectives</u></b></p> <ul style="list-style-type: none"> <li>To drive the vision of the Academy through strategic planning, operational management and good leadership of people.</li> <li>To provide leadership to all areas of the Academy so that it is able to deliver well rounded footballers into the professional game.</li> </ul> <p><b><u>Summary of Duties</u></b></p> <ul style="list-style-type: none"> <li>To deliver a clear vision and supporting strategy for the Academy.</li> <li>To align the Academy's playing and coaching philosophy with the club's philosophy.</li> <li>To lead on recruitment for all Academy staff and create a staff succession plan for the Academy.</li> <li>To implement an operational / performance plan to deliver the strategic objectives based on Academy KPI outputs and EPPP requirements. To review these KPIs with all Academy management and monitor and adapt plans to achieve these KPIs as necessary.</li> </ul>	<p><b><u>Essential</u></b></p> <p>Experience in at least three of working in:-</p> <ul style="list-style-type: none"> <li>- an elite sporting environment</li> <li>- a high performing business environment</li> <li>- leading and managing people</li> <li>- a role involving strategic planning</li> <li>- a role which involves education / pedagogy</li> </ul> <p>Experience in at least three of:-</p> <ul style="list-style-type: none"> <li>- understanding how elite players are developed</li> <li>- process of learning in coaches</li> <li>- how a football club works</li> <li>- working with young people</li> <li>- Business Management / Financial Management/ Budget Planning</li> </ul> <ul style="list-style-type: none"> <li>• Hold a current DBS certificate</li> <li>• Be prepared to work evenings and weekends.</li> <li>• UEFA A Licence (minimum)</li> </ul> <p><b><u>Desirable</u></b></p> <p>Experience or knowledge of: -</p> <ul style="list-style-type: none"> <li>- Playing football</li> <li>- Football coaching</li> <li>- Coaching of another sport</li> <li>- Understanding of long term Athlete Development</li> <li>- Elite Sport</li> <li>- Adult Development</li> <li>- Organisational Development</li> <li>- Project Management</li> <li>- Change Management</li> </ul>

<ul style="list-style-type: none"> <li>• To deliver all activity within the agreed budget set by the Board. To cascade budgets to individual department heads and provide regular management reporting.</li> <li>• To identify and manage change effectively through effective communication and a process of continuous improvement.</li> <li>• To manage all Academy staff so they know what is required of them and can achieve their goals through regular performance management, team meetings and regular 1:1 meetings. To address and manage underperformance.</li> <li>• To manage player progression through the Head of Coaching and Lead Phase coaches. To update the Technical Board on player pathways and lead on recommending players for scholarship and professional contracts.</li> <li>• To deliver expected services to players and their families through the creation of a Player Charter, delivery of education and welfare standards and development of a strategy to help players who leave the club.</li> <li>• To lead on the Academy's reputation both within the club, the community and in football through dialogue with the Board, the First Team Management, parents, the MK Dons SET, schools, local football clubs colleges and universities.</li> </ul>	<p>Have a full clean driving licence including Mini-Bus Licence</p>
<p><b>Reference:</b> F501</p>	<p><b>Closing Date:</b> 26<sup>th</sup> October 2018</p>