**Job Description**

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| **Job Title:** | **Academy Manager** |
| **Department:** | Academy |
| **Based at:** | CAFC Training Ground |
| **Reports to:** | Managing Director |
| **Responsible for:** | 8 direct reports - Head of Coaching, Head of Academy Operations, Head of Education & Welfare, Head of Academy Recruitment, Head of Academy Medical/Sports Science, Senior PDP Lead Coach, Individual Development Coach and Lead U21’s Coach. |
| **Hours of work:** | 40 hours per week |
| **Contractual status:** | Permanent |
| **Job Purpose:** | The Academy Manager is responsible for the technical/tactical development of players across the Academy U9-U21, ensuring players progress through the development programme with the aim of fulfilling their potential.  The role holder is also responsible for the strategic planning, operational management, and overall leadership of the Club’s Category 2 Academy, ensuring continuous compliance with the Elite Player Performance Plan (EPPP) rules and regulations.  The primary purpose of this role is to create and oversee an elite, holistic player development environment that maximises the potential of young players, provides a clear and effective pathway to the First Team, and instils the core values and culture of the Football Club. |
| **Duties and responsibilities:** | Work closely with the First Team Manager to establish, review, and optimise the player transition pathway from the Professional Development Phase (PDP) into the First Team environment.  Work closely with all Lead Phase coaches to ensure the curriculum is delivered with consistency and relevance to the Academy Principles of Play and that training is carried out through Academy best practices to the high standards expected at the Club.  Monitor the progress of high-potential Academy players (U18/U21) through regular TCB meetings with the First Team staff and facilitate appropriate loan moves where necessary.  To oversee the Lead Coaches’ management of player reviews and IDP’s and lead on evaluation and development of this process.  Ensure consistent observation/monitoring of Team/Player performance in (particular at PDP Level and the higher end of the YDP programme) and to feedback and identify areas for Team and Player to improve.  Ensure the Academy maintains all standards required for **Category 2 status** under the EPPP, including successful audit management and continuous improvement.  Lead the Academy Management Team (AMT) meetings and reporting structures to the Board.  Oversee the performance management and continuous professional development (CPD) for all Academy staff members.  To work closely with the Academy Recruitment Manager to ensure players are of the necessary technical ability or show the potential to reach the desired level. Also to ensure all players recruited at the higher end of the YDP phase and at PDP level should fulfil Gap Analysis needs.  Develop, manage, and monitor the annual Academy budget, ensuring financial resources are allocated efficiently and effectively to support strategic goals and EPPP requirements.  Oversee all internal and external communication relating to the Academy (e.g., parent engagement, media relations, league communication).  Ensure the Player Care, Education, and Welfare programmes meet the highest standards, prioritising the academic, social, and emotional development of every player.  Lead, inspire, and manage all Academy staff, fostering a high-performance, professional, and collaborative culture across coaching, operations, medical, and welfare departments. |
| **Skills required:** | **Business Acumen:** Experience in managing multi-million-pound departmental budgets and delivering reports to a Board level.  **EPPP Expertise:** Deep, verifiable knowledge and experience working within the EPPP structure, specifically at Category 2 level or higher. |
| **Knowledge required:** | **Football Experience:** Proven track record of 3-5 years leadership within a professional football environment, ideally focusing on youth development.  **Regulatory Knowledge:** Comprehensive understanding of the Football Association (FA), English Football League (EFL), and FIFA regulations regarding youth players.  **Safeguarding:** Full knowledge of safeguarding and welfare best practices in a youth sporting context |
| **Qualifications required:** | **Coaching & Management:** Hold a minimum of the UEFA A Licence (or equivalent) and relevant leadership/management qualifications. |
| **Personal Competencies** | * Exceptional leadership/motivational skills with ability to articulate a clear vision. * Outstanding communication and interpersonal skills, (written and verbal) who is capable of influencing senior executives, coaches, parents, and players * A resilient and proactive leader committed to a long-term, ethical approach to player development * Excellent technical knowledge * Promotes team culture with values such as hard work, honesty and integrity |
| **DBS check required (delete as appropriate)** | Enhanced |

*The document is a guide only and should not be regarded as exclusive or exhaustive. This job description is intended as a summary of the main responsibilities, activities and work to be undertaken. This job description may therefore be amended in light of the changing needs and requirements for both the role and the Football club.*

**Equality and Diversity**

We are committed to the principle of equal opportunity in employment and our employment policies for recruitment, selection, training, development and promotion, which are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender.