



Dundee United Football Club

Academy Operations Manager Job Description

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| Job Title | Academy Operations Manager |
| Place of Work | Tannadice Park, Baldrigon Academy and HPC at St Andrews University |
| Status | Full Time |
| Report To | Academy Director Football Operations Manager |
| Key Relationships | Academy Transport Drivers Accommodation Manager and personnel Player Care and Support Officer Media and Communications Financial Controller Kit Manager Retail Manager All Academy staff, players and parents Scottish FA / Scottish Premier League |
| Salary | Dependant on experience |
| Start Date | September 2021 |

Overall Purpose of Job

This is a key role with the Academy in which you will be responsible for and manage the operational delivery of the programme including all Academy administration, scheduling, facility management, regulatory and governing body compliance and efficient communication with all stakeholders.

Main Responsibilities/Description of Duties

- To provide administrative support for the Academy Director and other key staff.
- To lead on the registration of all Academy players aged 10-18 years old including contracts and relevant documentation.
- To support Head of Talent ID & Recruitment with the scheduling, travel, accommodation, insurance and expenses of trialist players.
- To ensure compliance with Scottish FA, Club Academy Scotland, SPFL and UEFA regulations including maintaining up to date documentation.
- To support the staff recruitment process by obtaining references, relevant employment documentation and other necessary tasks.
- To assist the Player Care & Support Office ensuring full compliance with all safeguarding policies and procedures including PVG checks for all Academy staff
- To create strong communication links with all schools to support player's education commitments in relation to their club programme.
- To lead on the weekly, monthly and annual scheduling of the coaching programme.
- To coordinate all match day organisation including match officials, correspondence with opposition clubs, facility bookings and travel.
- To manage the payment processes for staff, partners and suppliers.
- To coordinate all travel for the Additional Games Programme, Baldrigon Academy, Club Academy Scotland and Transition Programmes.

- To lead on the maintenance, stock checking and ordering of all kit and equipment.
- To manage and record all Academy facility bookings and payments.
- To lead an efficient communication across the club with all stakeholders.
- To attend Academy meetings to contribute to, record and share minutes and action points.
- To abide by all club policies including, but not exclusive to, Safeguarding, Equality and Health & Safety
- To maintain a valid and up to date PVG every three years.

Experience and Qualifications

Essential:

- Sports Management or Business related degree.
- Project/event management and administration experience.
- Experience of coaching within the relevant age groups.
- Strong IT skills particularly Word, Excel and PowerPoint.
- Excellent communication skills specific to age and stage of players and other relevant partners (eg. parents, academy staff).
- Ability to relate to and understand young people, demonstrating personality and enthusiasm.
- Committed to working evenings and weekends including training sessions, fixtures and in-service training.
- Sensitive to the needs of young players and parents/guardians.
- Full driving licence and access to a car.
- PVG check to be completed before appointment.
- Eligibility to work in the UK.

Desirable:

- Further education in relevant field (eg. Hons, Masters).
- Background in Human Resources.
- Knowledge and understanding of Club Academy Scotland.
- Experience of working in football compliance and regulations.
- Experience in organising trips and tours both domestically and internationally.
- Child and Adolescent Mental Health course or equivalent.
- Additional skill set to operations that can enhance other areas of the academy/club.

Application Details

To apply, please send your CV and covering letter to academy@dundeefc.co.uk by Friday 17th September 2021.