



AFC WIMBLEDON ACADEMY

Job Profile and Employee Specification

Job title:	Head of Academy Player Care
Responsible to:	Academy Manager, Academy Operations Manager
Location:	KCL Sports Ground, KT3 5HA & Other training venues
Hours:	Full time – please refer to contract
Job purpose:	To lead, develop and deliver a comprehensive player care package in support of our U9-U21s players. To form part of the Academy Management Team and contribute to the strategic development of the overall Youth Development Programme. To act as the lead point of contact for all welfare, wellbeing and player care issues across the Youth Development Programme. To instil and develop the Academy values across our all our phase players & staff

Role responsibilities	
1	Build and maintain relationships throughout the Academy and broader club.
2	To support & help drive a culture of learning within the academy environment.
3	Always work within the remit of the club's Academy Values and Performance Plan.
4	Report to the Academy Manager and on all matters of player welfare.
5	Contribute to all player reviews.
6	To develop and implement the existing Player Care programme for all players across the three phases of the Academy.
7	Working with the AMT to develop and implement a player induction for newly registered players and parents into the Academy.
8	Working with the AMT to create and maintain an induction and monitoring process to include support for players on trial with the Academy.
9	To attend appropriate meetings regarding key issues within the Academy.
10	Any reasonable duties considered commensurate within the role.
11	Design, develop and implement a process for player release and progression when exiting the Academy (<i>including trialist</i>).
12	Support the Loans Manager with supporting players when on Loan / Work Experience.
13	To support the Academy Head of Education, Operations Department & Club Designated Safeguarding Officer to liaise with schools and parents in relation to all aspects of player care and welfare.
14	To support the Academy Operations Manager with the Parent and Player voice initiatives.
15	To maintain player information confidentiality and professional distance from all playing staff acting within professional codes of conduct and scope of practice at all times.
16	Contribute with player transitions across age groups and phases.
17	Contribute where necessary to PGAAC Audit and submissions.
18	Supporting the Academy Operations department & Club Designated Safeguarding Officer with safeguarding and promoting the welfare of children.
19	Design and implement training for staff to enhance the player care provision given.
20	Contribute to all weekly AMT Meetings.
21	Raise Action plans (<i>where deemed necessary</i>) for players to support emotional well-being.
22	Create a database of previous alumni and/or have means of remaining in contact with past AFC Wimbledon academy players.
Key skills and experience	
1	Strong Leadership and Management skills.
2	Experience working with young people aged 9-21 years and understand the emotional and well-being challenges they face.
3	Excellent communication & standard setting skills.

AFC Wimbledon Academy

Kings College London Training Ground, Windsor Avenue, New Malden, Surrey, KT3 5HA
Tel: 020 8247 9911 Email: academy@afcwimbledon.ltd.uk



AFC WIMBLEDON ACADEMY

4	Experience of working in an elite learning / performance environment.
6	Display high levels of Emotional Intelligence .
7	Able to adapt to the demands of the job and needs of the players / coaches.
Equal Opportunities	
1	To always adhere to Academy policies and procedures regarding welfare of minors, ensuring compliance at all times.
2	Experience and understanding of Child Protection and Safeguarding procedures .

Self-development	
1	Attend all club in-house CPD events.
2	To undertake all reasonable training, learning and development activity designed to support you in your role.

Requirements	Desirables
<ul style="list-style-type: none">• Experience of working in Sporting Elite Environment or in a school/welfare context with experience across all age groups• Mental Health 1st Aid certificate/Certificate in Player Care• FA First Aid qualification and/or BFAS• FA Safeguarding Children Certificate• Enhanced DBS Clearance• Fully Licensed FA Coach committed to ongoing annual CPD to maintain licence• Understanding of the crucial nature of ensuring safeguarding standards are upheld across all parts of the Youth Development programme.• Full UK driving licence	<ul style="list-style-type: none">• UEFA B Licence or Level 3 equivalent in Sport• Experience of EPPP Audit process• FA Youth Award (all three modules)

AFC Wimbledon Academy

Kings College London Training Ground, Windsor Avenue, New Malden, Surrey, KT3 5HA
Tel: 020 8247 9911 Email: academy@afcwimbledon.ltd.uk