



JOB DESCRIPTION: ACADEMY EDUCATION & PLAYER CARE OFFICER

Department	Academy
Report to	Head of Education and Head of Academy Player Care
Remuneration	£19,760.00 - £20,000.00 per annum
Benefits	<ul style="list-style-type: none"> • Medical Insurance & Health Cash Plan • 25 Days Holiday plus bank holidays • Enhanced Company Sick Pay • Cycle to Work Scheme
Contract	Full Time (40 hours)
Working Schedule	The position will involve working irregular hours (e.g., evenings/weekends/Bank Holidays) based around academy team schedules.
The Role	The Academy is seeking an organised and proactive individual to join the Academy Operational Department. The successful candidate will work between both the Player Care and Educational functions providing essential administrative support.
Roles and Responsibilities	
Education	<ul style="list-style-type: none"> • To assist the Head of Education and Assistant Head of Education during lessons. • Maintain appropriate education support for all Academy players. • To liaise closely with the Head of Education and Assistant Head of Education in respect of all administrative and logistical arrangements required to deliver a comprehensive Education programme. • To play a key role in liaising with our partner school who are involved in the Education of players. • To manage any appropriate database systems related to safeguarding children in line with the EPPP and Data Protection Legislation. • Contribute (with regard to players' non-football development) to the production of the Academy's written reports on players. • To build and maintain links with our partner school and associated partners and stakeholders such as parents, Local Education Authorities (LEAs), educational agencies and schools/teacher contacts of the Academy scholars and schoolboys. • To assist in providing written reports on the educational progress of young players in conjunction with the Head of Education and Assistant Head of Education for the Academy Manager. • To represent the Football Club at any education workshops or training delivered by the Premier League, FA or EFL or other specified training agencies.



Player Care	<ul style="list-style-type: none"> • To assist the Head of Academy Player Care with the planning and delivery of the U9-U23s Life Skills programme. • To assist the Head of Academy Player Care with the planning and delivery of the Player and Parent Voice initiatives. • To assist the Head of Academy Player Care with the planning and delivery Parent and Host Family education programme. • To assist the Head of Academy Player Care with the inductions of academy players. • To assist the Head of Academy Player Care with player transitions and exit strategies. • To assist the Head of Academy Player Care with player personal development plans.
General	<ul style="list-style-type: none"> • Follow all Club Policies, such as Equality & Diversity, Health & Safety, Safeguarding, Anti-Corruption & Bribery and GDPR. • Adhere to a strict Code of Confidentiality in respect of any information relating to Swansea City Football Club and its operation • Make suggestions to improve the working environment and contribute to positive employee relations within your area of work and Swansea City Football Club as a whole • Take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work • Comply with all aspects of the Swansea City Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health & Safety • Ensure effective communication within your work team and across Swansea City whilst actively offering support and guidance, as necessary
Person Specification	Essential
Skills, Knowledge and Experience	<ul style="list-style-type: none"> • Teaching Assistant Level 3 • Sound knowledge of Safeguarding (both adults and children) • Understanding of the differing requirements and needs of children at relevant developmental stages • Ability to work constructively as part of a team • Good organisational and administrative skills • Computer literacy

This role will require an enhanced DBS check.

The closing date for this vacancy will be **10th July 2022**

If you believe you have the right mix of skills for this position, please complete the Application Form available [here](#)



Equal Opportunities

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role. We are particularly encouraging applications from women, disabled people and Black, Asian and Minority Ethnic (BAME) individuals who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company.

As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children). Appropriate references are also required.

Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview