

# Job Description



Job Title	Academy Medical Support for Schoolboy players Part time
Purpose of job	<ol style="list-style-type: none"> <li>To provide medical support for the Scunthorpe United Academy schoolboy programme for both training sessions and games in the Foundation and Youth Development Phases</li> </ol>
Hours or work	<ol style="list-style-type: none"> <li>Hours are flexible each week but must be agreed in advance between the employee and the Academy Manager</li> <li>Employment to commence : as per contract of employment</li> </ol>
Rate of Pay	<ol style="list-style-type: none"> <li>As per contract of employment</li> </ol>
Days/Hours/Location of work	<ol style="list-style-type: none"> <li>Days, times, hours and location to be confirmed and agreed with the Academy Manager prior to the commencement of employment.</li> <li>Pitch side medical support must be available on at least a minimum of 2 evenings each week and also Saturday mornings for the schoolboy programme.</li> <li>Attendance to cover the Academy away fixtures on Sundays and any midweek games is required and is a mandatory part of the role and is non-negotiable.</li> <li>Any deviation from this agreed attendance can only be sanctioned by the Academy Manager</li> </ol>
Terms of employment	<ul style="list-style-type: none"> <li>The employee should consult the staff handbook for full terms of employment. A copy is kept in the Academy office.</li> </ul>
Holiday Entitlement	<ul style="list-style-type: none"> <li>As per contract</li> </ul>
Reporting to	<ul style="list-style-type: none"> <li>The Academy Manager</li> <li>The Head of Sports Science &amp; Medicine</li> </ul>
Appraisal process	<ol style="list-style-type: none"> <li>Appraised by the Head of Sports Science &amp; Medicine twice per season. (December and May)</li> </ol>
The person	<ol style="list-style-type: none"> <li>Must possess a 'can do', proactive and innovative attitude.</li> <li>Must possess excellent organisational skills of both self and others.</li> <li>The ability to plan, prepare and evaluate a 'holistic' and multi-disciplinary coaching and development programme.</li> <li>The ability to manage pressure and conflicting demands, and prioritise tasks.</li> <li>Excellent verbal, written and feedback communication skills.</li> <li>Excellent teamwork skills.</li> <li>Reliable and honest.</li> <li>Understands the need for a reporting procedure and line management.</li> </ol>
Code of Conduct	<ol style="list-style-type: none"> <li>To adhere to the Football Club and The Academy Staff, Code of Conduct at all times and to not being the Club or Academy in to disrepute in any way.</li> <li>To always implement professional behaviour and best practise</li> </ol>
Qualifications Required	<ol style="list-style-type: none"> <li>A qualified physiotherapist or sports therapist and a member of the Health Professionals Council</li> <li>The holder of a master's or relevant degree in sports science.</li> <li>Shall have recent and relevant professional experience in a sports performance environment.</li> <li>Must attain Independent First Aid for Sport (I.F.A.S) qualification.</li> </ol>

	<ol style="list-style-type: none"> <li>5. Must maintain First Aid at Work qualification and training at least once every three years.</li> <li>6. Must maintain a valid Criminal Records Bureau (CRB)</li> <li>7. Must maintain a valid Safeguarding Children certificate.</li> <li>8. Qualifications must be produced prior to commencement of any employment</li> </ol>
<b>Computer skills</b>	<ol style="list-style-type: none"> <li>1. Must be adept in use of computer systems including Excel, Word, and Power Point to basic level.</li> <li>2. Excellent knowledge of internet and email.</li> <li>3. Must be able and prepared</li> </ol>
<b>Professional Development</b>	<ol style="list-style-type: none"> <li>1. Must undertake verifiable 'In house' Academy Continued Professional Development organised by the Club.</li> <li>2. Must attend at least 5 hours of verifiable in-service training to be provided by the Football Association or The Football League every year.</li> <li>3. Must attend any other C.P.D. events as directed by The Academy Manager.</li> </ol>
<b>Treatment &amp; Management of injury pitch side and in training</b>	<ol style="list-style-type: none"> <li>1. Provide on-pitch treatment of injuries sustained during training and/or match play.</li> </ol>
<b>Communication</b>	<ol style="list-style-type: none"> <li>1. Demonstrate a professional manner, excellent communication and personnel skills.</li> <li>2. Communicate regularly and effectively with the Head of Sports Science &amp; Medicine and all Academy coaching staff in each phase and develop good working relationships with all staff whether full or part time.</li> </ol>
<b>Club &amp; Academy Philosophy Culture, Values Vision</b>	<ol style="list-style-type: none"> <li>1. Ensure that the Philosophy, Culture, Values of the Football Club and the Academy are communicated to parents and players on an on-going basis through the medical department.</li> </ol>
<b>Additional responsibilities</b>	<ol style="list-style-type: none"> <li>1. To include any other reasonable requests or tasks made by the Academy Manager throughout the course of part time employment.</li> </ol>

I can confirm that I agree with and will work to the job description

Name.....Signed..... Date.....

Academy Manager .....Signed.....Date.....

## General Responsibilities

### ***Employee Relations***

To make positive suggestions of how to improve the working practises and environment and contribute to positive employee relations within their area of work and Scunthorpe United Football Club Academy.

### ***Health & Safety***

To take reasonable care for the health and safety of yourself and other employees, players, parents and members of the public who may be affected by your acts or omissions at work.

To comply with all aspects of the Scunthorpe United Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health & Safety.

### ***Customer Service***

Identify and meet the needs of colleagues and our customers, focusing on initiating and welcoming contact and communication whilst striving to deliver first class customer service.

Recognise potential complaint situations and make effective steps to avoid and/or resolve these situations.

### ***Self-Development***

To take responsibility for your own development and to help realize your own potential by undertaking any necessary internal or external training sessions in accordance with the Company's Performance and Development Review Policy.

### ***Team Work***

Ensure effective communication within your work team and across the Company whilst actively offering support and guidance as necessary.

### ***Equal Opportunities and Harassment***

To co-operate with measures introduced to ensure there is equality of opportunity in employment. To ensure understanding, awareness and compliance with the Company's Equal Opportunities Policies.

To ensure that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive?

### ***Social Media Policy***

To adhere to the Club's social media policy and to not do anything that may bring yourself or the Club in to disrepute.