



Job Description (Academy Support Officer- Transport)

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| Job title: | Academy Support Officer - Transport |
| Employer: | Cardiff City Football Club |
| Location: | Cardiff City Academy, Cardiff City Stadium, Leckwith Stadium, The Vale Resort. |
| Contract: | Part-Time (Permanent) |
| Salary: | Competitive and dependant on experience <ul style="list-style-type: none"> • Auto-enrolment into the Club's pension scheme (depending on eligibility) • Club discounts and offers • 20 days annual leave entitlement per annum (pro-rata) |
| Hours of Work: | 30 hours per week on a flexible basis to include evening and weekend working where required. |
| Department: | Academy |
| Reporting to: | Academy Manager Academy Operations Manager |

Job Role

To provide support for the day-to-day operations of the Academy with a particular focus and responsibility transporting our young players to and from several Academy Venues, in addition to supporting the Player Care & Operational/Education/Logistics/Laundry department in several key daily areas.

Role Accountabilities & Key Duties

- To transport players to and from training daily or to a fixed rota.
- From time to time, transport players to and from fixtures as and when requested.
- Provide match day co-ordination support at fixtures when remaining on site for return journey.
- To transport trialists between accommodation hosts / hotels and training facilities.
- To transport players to and from any medical screening appointments.
- To transport Schoolboy Academy staff to local fixtures when players are traveling with parents.
- To transport scholar and young professional players to college and other education when required.
- Responsible for the Health & Safety, comfort, and welfare of players in your care.
- Carry out daily vehicles checks and basic maintenance (checking oil levels, topping up fluid levels, tyre pressures etc.) and refuelling vehicles. Maintaining up to date records.
- Report any vehicle defects, faults, incidents, and accidents.
- Ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Maintaining company image: working attire should always be worn and kept in a clean and tidy condition.
- Working within Health & Safety guidelines and Drivers Code of Conduct.
- To possess and develop a working knowledge of Safeguarding children's regulations in line with Company policy & procedures.
- Work with minimal supervision to specific timescales.
- To have a clean driving license and if there are any issues with endorsements or penalty points these are reported immediately to the Academy Operations Manager.
- To ensure all players wear seatbelts whilst travelling on minibus and any player behaviour issues are reported to the appropriate Head of Phase and when deemed necessary, Academy Head of safeguarding.
- To undertake required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.
- Assisting laundry and kit staff as and when required.
- Any other duty, as requested by the Academy Manager

| Person Specification | | |
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| | Essential | Desirable |
| Qualifications | <ul style="list-style-type: none"> -FA Safeguarding Children Workshop certificate or equivalent and working knowledge of processes -EFAiF or appropriate first aid award. -FA/DBS Enhanced Disclosure Certificate -Valid driving licence D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01/01/97) | <ul style="list-style-type: none"> -Successful completion of the Minibus Driving Awareness Scheme (MIDAS) training would be advantageous |
| Experience | <ul style="list-style-type: none"> -Experience working with people of varying backgrounds and cultures -Experience of transporting young people -Experience of driving groups of people in varying weather conditions. | <ul style="list-style-type: none"> -Experience of working within an elite sporting environment - Experience working within a football Academy environment |
| Knowledge | <ul style="list-style-type: none"> -Road knowledge of South Wales and the surrounding area would be advantageous - Knowledge of the working life's of young Academy and professional footballers | |
| Skills | <ul style="list-style-type: none"> -Be effective and efficient in a dynamic, fast-paced environment -Strong communication skills in a variety of settings -Ability to work as part of a broader multidisciplinary team -Ability to maintain absolute confidentiality | <ul style="list-style-type: none"> -Self-awareness and reflective skills as part of a professional development process -Open-minded approach to adopting best-practice and current research-backed principles |
| Attitude | <ul style="list-style-type: none"> -Passionate, hard working with a desire to make a contribution. -Proactive 'can-do' approach to work and those around them -Work to our 'We not Me' ethos and culture -Self-motivated within a team and capable of motivating those around them. -Kind, friendly, and approachable demeanour | |

| Core Working Relationships | |
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| <i>Internal</i> | <i>External</i> |
| <ul style="list-style-type: none"> ➤ Academy Manager ➤ Transport/support staff ➤ Operations Manager ➤ Player Care Manager ➤ Head of Academy Medical ➤ Players | <ul style="list-style-type: none"> ➤ <i>Academy Parents</i> ➤ <i>Club partners who provide club vehicles</i> |

Equality Statement

Cardiff City Football Club promotes equal opportunities in employment we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Safer Recruitment Policy

Cardiff City Football Club operates a 'safer recruitment policy' and is committed to safeguarding and promoting the welfare of children and adults at risk and expects all staff and volunteers to share this commitment. All appropriate reference checks and Enhanced Level Disclosure and Barring Service (DBS) checks form a significant part of this recruitment process.

How to apply?

If you are interested in this position, please complete a club application form along with a CV and send to our HR Department via email at advert@myjobvacancies.co.uk stating "**Academy Support Officer (Transport)**" as the subject.

The closing date for receipt of completed application forms is **5pm on Monday 13th November 2023**.

As we are anticipating many applications for this role, please note only shortlisted applicants will be contacted.