Job Title: Academy & Youth Operations Manager

Unit/School: Cardiff Met Sport

Grade: 5 A/B

HERA: CMETS130

Core purpose of role

The Academy & Youth Operations Manager will provide operational leadership across Cardiff Met FC's boys' and girls' academy and youth football programmes, ensuring the effective planning, coordination and delivery of a safe, compliant and high-quality football environment.

Working collaboratively with the Director of Football System, Club Coaching Lead, Girls Football Co-ordinator, relevant Phase Leads and the Football Association of Wales, the postholder will oversee all aspects of academy operations, including administration, logistics, regulatory compliance, workforce coordination, financial management and operational planning.

The role will play a central part in establishing and maintaining effective operational processes, supporting staff and enhancing the experience of players and their families, while contributing to the sustainable growth and strategic objectives of Cardiff Met FC's wider football system.

Key responsibilities and contributions

- Lead and manage the day-to-day operations of the Academy and youth football programmes, including administration, financial management, operational planning and resource coordination.
- Lead and coordinate the annual FAW Academy licensing process, maintaining accurate records, overseeing compliance requirements and implementing appropriate improvements to ensure the Club meets the required standards.
- Oversee all logistical and operational requirements associated with Academy training, fixtures and competitions, including facility allocation, staffing arrangements, player registrations, matchday operations and the development of effective administrative processes.
- Work collaboratively with the Club Coaching Lead (Academy Technical Lead), First Team Manager and relevant Phase Leads to support player and staff

development, recruitment, retention, release and progression processes, ensuring effective alignment and connectivity between the Academy, University and senior football environments, while supporting the Club's unique dual-career pathway.

- Work collaboratively with the Girls Football Co-ordinator to support the continued development of the Girls Academy, ensuring consistent operational standards and promoting effective integration and collaboration across the Club's boys' and girls' pathways.
- Ensure Academy operations comply with all relevant governing body regulations, safeguarding requirements, health and safety procedures and University policies, promoting safe, inclusive and positive environments for players and staff.
- Develop and maintain strong relationships with local communities, schools, professional football clubs and other relevant stakeholders to enhance engagement, strengthen player pathways and promote the Club's social impact.
- Collaborate with key University stakeholders, including Cardiff Met Sport Operations, to establish effective working relationships, streamline operational processes and support the delivery of the Club's wider strategic objectives.
- Work alongside the Business Development Team and central marketing colleagues to promote the Academy, enhance its visibility and strengthen engagement with players, families and wider communities through appropriate communication channels and events.
- Support the Director of Football System and Business Development Team in identifying and delivering commercial and income-generating opportunities, including sponsorship, fundraising, events and partnerships, in line with agreed objectives and financial targets.
- Work collaboratively with the Sport Development & Workforce Manager to coordinate annual football camps and explore additional youth football programmes that support participation, community engagement and the sustainable growth of the Club's football provision.

Person specification

Essential qualifications / Professional memberships

- UEFA B Licence
- FAW Safeguarding Award
- FAW First Aid Award

Essential experience, knowledge and skills

1. Experience working within a leadership role at Academy level
2. Demonstrable experience of supporting player progression and transition processes across Academy, senior and professional football environments.
3. Experience of administrative and logistical work
4. Ability to work as part of a diverse team but also lead with initiative, in conjunction with broader Club / Cardiff Metropolitan University strategic objectives
5. Ability to plan, execute and review delivery across a broad range of operations, including the ongoing refinement of policies and procedures.
6. A wealth of knowledge concerning academy structures, licensing and audit procedures in relation to the evolving landscape of Welsh football.
7. Sound understanding of football development pathways, Academy structures and the operational requirements associated with player recruitment, retention, release and progression.
8. Ability to form a positive, trusting and supportive relationship with staff, young players and other key stakeholders
9. Knowledge of health & safety procedures and processes
10. Exceptional communication and interpersonal skills and a work ethic which reflects the demands of the role.
11. Ability to develop and maintain strong relationships within a broad range of key stakeholders.
12. Ability to perform under pressure

Desirable

1. UEFA A Licence Holder
2. Experience of working within an elite environment
3. Relevant degree / NVQ

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: Welsh language skills levels. If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post requires an enhanced DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.