

	KICK4LIFE FC JOB DESCRIPTION	Last update: January 2025
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Position	Academy Manager
Department	Academy
Line Manager	Academy Director

Join the change

Objectives

To assist in overseeing the effective, efficient, and impactful operations of all football and scholarship programming in Kick4Life’s Academy, assisting in managing each department area – character, football, academics and operations – ensuring elite performance and development by all student-athletes and staff. Furthermore, to ensure that the strategic growth of the Academy is supported by increasing resources and partnerships on behalf of Kick4Life (K4L) and seeing that each team operates professionally and in alignment with K4L’s social mission. Direct programmatic oversight includes all academic, character development and pastoral care support programming for scholar-athletes offered part or full Academy Scholarships. Key responsibilities involve: leadership & human resources; operations & administration; finance & procurement; fundraising & marketing; Academy programming delivery support; host family support; stakeholder and parent relations;; Academy playing and coaching philosophies development support; formulation and maintenance of current Academy Development and Performance Plans in football, academics and character development; generation and upkeep of current M & E systems across each area of development – character, football and academics – to ensure student-athletes traction towards graduation pathway; pastoral care support; health and safety; child protection and safeguarding policies and procedures adherence; and special duties related to social enterprise support and performance management and Organisational growth.

Main Accountabilities

1. Area 1: Leadership & Human Resources

- 1.1. Assist in leading the development and implementation of strategic planning for the Academy.
- 1.2. Assist in line managing Academy staff and volunteers, including overseeing performance management systems.
- 1.3. Assist in managing the Executive Committee activities, including acting as Secretary at monthly meetings.
- 1.4. Ensure all staff, players & volunteers of the Academy adhere to K4L’s policies and procedures.
- 1.5. Support the technical staff with timely and efficient team planning & administration.
- 1.6. Assist in overseeing the effective performance of all teams in carrying out their on- and off-field responsibilities.
- 1.7. Develop and implement staff & beneficiary career development initiatives.
- 1.8. Maintain a values-aligned culture in the Club through regular character and team building initiatives.
- 1.9. Ensure that staff and players abide by the Code of Conduct and act as K4L brand ambassadors.
- 1.10. Assist in conducting bi-annual Child Protection & Safeguarding and Code of Conduct trainings for all Academy staff, volunteers & players.

2. Area 2: Strategic Planning/ Technical Direction

- 2.1. Take part in staff meetings, training sessions, stakeholder and sponsorship meetings.
- 2.2. Meet senior management team members for strategic planning of support functions.
- 2.3. Formulate and keep current the Academy Development and Performance Plans in **football**, working with the Head Coach/Technical Director to ensure each intake is meeting targets year-on-year in terms of their technical, tactical, psycho-social and physical development in football.
- 2.4. Formulate and keep current the Performance and development plans in **academics**, working closely with the Head of Education, tutors, teachers and partner school(s) to ensure each scholar-athlete is on track for graduation targets in academics.
- 2.5. Formulate and keep current the Performance and development plans in **character development**, working closely with Head of Pastoral Care and all support staff to ensure that each individual scholar-athlete is on track for graduation targets in character development.



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- 2.6. Disseminate and explain key strategic decisions to staff, according to agreed leadership timetables where applicable, and be aware of the need for confidentiality on some issues.
- 2.7. Work closely with the Head Coach/ Technical Director to ensure that the technical direction, coaching and playing philosophies are in line with Kick4Life's and the end pathway aims

3. Area 3: Operations & Administration

- 3.1. Assist in completing club licensing processes annually for all teams and ensure compliance.
- 3.2. Assist in leading player contract and transfer negotiations, including the completion of all necessary paperwork.
- 3.3. Assist in overseeing the successful player registration processes of all teams on FIFA Connect.
- 3.4. Attend all League/LeFA meetings and workshops as the alternative representative of K4L FC, as assigned by line manager.
- 3.5. Assist with logistics for all team activities (e.g. match logistics, tournament planning, etc.).
- 3.6. Conduct regular facilities and equipment checks to ensure there is a safe and productive playing environment.
- 3.7. Ensure staff and players maintain all Academy and K4L spaces and follow regular cleaning schedules for spaces in their care (i.e. in locker rooms, storage spaces & player bathrooms).

4. Area 4: Finance & Procurement

- 4.1. Liaise with the Academy Director to prepare the annual Academy budget plan and make recommendations on annual priorities to Senior Management and the Board. Update budget plans in light of spending and staffing decisions.
- 4.2. Assist in carrying out budgeting and forecasting for the Academy.
- 4.3. Assist in providing financial oversight and ensure tight internal control on all Academy activities.
- 4.4. Ensure K4L procurement policies and procedures are followed by all

5. Area 5: Fundraising & Marketing

- 5.1. Secure and maintain partnerships that ensure the growth and optimal delivery of Academy programming.
- 5.2. Assist in leading the Academy Marketing strategy development and implementation of all Academy marketing initiatives.
- 5.3. Network and build diverse relationships in support of the Academy and K4L.
- 5.4. Acquire sponsorships and maintain strong sponsor relationships in line with budget needs.
- 5.5. Provide proactive reporting on team development for sponsors.
- 5.6. Assist in managing relationships with the media (e.g. interview requests).
- 5.7. Provide proactive reporting on Academy progress for sponsors.
- 5.8. Secure scholarships and grants for student-athletes in the Academy system

6. Area 6: Scholar-Football Academy Programming Support

- 6.1 Assist in managing Academy graduates:
 - Monitor education progress according to scholarship terms
 - Provide application support
 - Coordinate logistics and manage school partner relations
- 6.2 Assist in providing operations & programmatic support to the SFA department, as required
- 6.3 Support the securing of scholarships and management of student-athletes in the Academy system

7. Area 7: Host Family Support

- 7.1 Act as the alternative K4L point of contact for Academy host families.
- 7.2 Help guardians ensure host families maintain a fair, productive and happy boarding environment.
- 7.3 Capacitate guardians and host families to provide psycho-social support for each scholar-athlete.
- 7.4 Monitor that child safeguarding procedures are adhered to at all times in host home environments.
- 7.5 Assist in Provide regular updates to parents/guardians on host family involvement and student-athlete welfare.



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8. Area 8: Programme Delivery & Evaluation

- 8.1 Assist in managing the programmatic schedule and ensure consistent and quality delivery of all activities.
- 8.2 Coordinate with the Academy management and Academy Coach(es) on effective football programming.
- 8.3 Support Character Development programming, including content development & class delivery.
- 8.4 Support Education programming, including content development & class delivery.
- 8.5 Implement regular community and leadership development initiatives.
- 8.6 Ensure staff and athletes maintain all Academy and K4L spaces and ensure a safe and productive learning environment is maintained.
- 8.7 Ensure operations support staff transport Academy-athletes safely to and from activities.
- 8.8 Generate and keep current Programme monitoring & evaluation systems for social impact reporting.
- 8.9 Track individual performance metrics across each area of development – character, football and academics.
- 8.10 Ensure Academy athletes are meeting development and performance targets and each is on track for his/her graduation pathway.

9. Area 9: Pastoral Care Support

- 9.1 Ensure that a structured, purposeful, caring and enjoyable learning environment is maintained across the Academy operations.
- 9.2 Ensure the safety and welfare of the Academy-athletes and act as the primary supervisor when they are at the K4L Centre.
- 9.3 Monitor closely the psycho-social, emotional and physical well-being of each scholar-athlete and support the provision of interventions in accordance with Academy philosophies and policies, where necessary.
- 9.4 Develop close, but professional relationships with each student-athlete which is firm, fair, caring and friendly.
- 9.5 Act always in accordance with and enforce the Kick4Life Child Protection Policy and Code of Conduct.
- 9.6 Implement the behavioral policies of the Kick4Life Academy and support in dealing with scholar behavioral issues in accordance with those policies.
- 9.7 Ensure at all costs that each participant is protected from neglect, abuse and exploitation, in both the Academy and home environments.

10. Area 10: Special Duties

- 10.1 Assist in leading Tours as the main point of contact and logistics, as requested.
- 10.2 Support Senior Management initiatives and aid in leading performance management systems.

Qualifications and Experience:

Essential:

- Minimum Bachelor's Degree in Business Education, Marketing, Social Sciences, Sports Management or related Degree
- Minimum 5 years work experience in a leadership position in an elite football environment

Desirable:

- Qualifications/experience in Football business/administration/coaching
- Experience/knowledge of budgeting processes
- Experience in leading strategic planning and performance management systems
- Experience coaching/recruiting and/or teaching in the US College/University systems desirable (NCAA, NJCAA, NAIA)

Work Based Skills and Competencies:

Essential:

- Possesses strong written and verbal communication skills



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- Can work under pressure and complete tasks at a high level of quality on time
- Can multi-task and prioritize effectively in an organized and strategic manner
- Demonstrates ability to liaise with interdisciplinary stakeholders (ie from sponsors to youth players)
- Possesses strong ethics and is reliable in acting on what s/he commits to
- Possesses strong negotiation and networking skills
- Demonstrates ability to manage and mentor a wide range of team members
- Is adaptable and demonstrates a growth mind-set when approaching challenges
- Is self-driven and takes initiative to achieve results & resolve problems
- Is proficient with the Microsoft Office suite
- Possesses understanding of Kick4Life brand & values

Must possess high-level skill sets in the following:

- Management and Administration
- Football coaching and Coach Development
- Finance and Accounting
- Sports Science and Medicine
- Psychology and Emotional Intelligence
- Education and Life Skills Development

Desirable:

- Fluent in English and Sesotho, both written and spoken
- Possesses experience in collecting and analyzing data
- Has a range of business contacts that can be used to grow partnerships in and out of Lesotho
- Possesses knowledge of HR functions (pay & benefits, recruitment, training and development, etc.)
- Possesses experience in sports marketing

How to Apply:

If you meet the requirements and are motivated to work helping others in a multicultural environment, please send a CV and Cover Letter explaining your motivation and fit for the role to hr@kick4life.org

NB: Kick4Life is committed to being a child and youth safe space with active Child Protection & Safeguarding Policy in place. By applying at Kick4Life, you affirm that you have never been accused nor convicted of crimes related to sexual exploitation and abuse.

Closing Date of applications is 14th February 2025 by 5:00 pm

If you have not heard from us within two (2) weeks of the closing date, please consider your application to be unsuccessful. Remember, we will only contact applicants who have been shortlisted for interview and will not be able to provide feedback to those who have not been shortlisted, due to the sheer volume of applications.