

League Football Education

Job Description

Job Title: Regional Support Officer for Welsh clubs (South) part-time
Responsible to: SMT Line Manager
Responsible for: A portfolio of scholars and football Clubs (South Wales Clubs only)

Overall purpose of role:

The Regional Support Officer's role is to ensure that each scholar has a high-quality training programme, which meets the requirements of the EFL Scholarship agreement and LFE.

The following information sets out the specific areas of responsibility that should be covered by a Regional Support Officer in carrying out these duties:

Key Tasks and Responsibilities:

- Ensure impartial clear information, guidance and support is provided to scholars and their parents to assist their understanding of the educational element of their scholarship in Wales.
- Provide each club with a "What & When" schedule at the start of the season to include:
 - Parent Welcome meeting dates
 - Review blocks and dates (Year 1 and Year 2)
 - 2 x Programme Review Meeting (PRM) dates (Nov/Dec & April/May)
 - LFE Key Events and CPD Opportunities CPD (Club Meetings, BTEC, Player Care, Transition)
- Liaise with Club Head of Education to ensure scholar information is uploaded to the EMS in a timely manner.
- Remote activity to include:
 - Induction Module check: x 7 online modules by August deadline each year
 - Monitoring of Progress via EMS: check and monitor progress on EMS where appropriate and raise concerns with Line Manager and relevant parties if required.
- Face to Face Visits, to include:
 - Pre-start Date: Parent/scholar presentation (+ Initial Assessment if required)
 - Scholar/Regional Support Officer meeting to outline LFE RSO role and review process
 - Reviews x 3 per year to include contributory feedback from the club, BTEC tutor, Player Care & Scholar:
 - Review 1: 4 week window between September and October
 - Review 2: 8 week window between December and February
 - Review 3: 6 week window between April and May
 - Year 2 Transition meeting and signposting
 - Obtain summary comments from all contributors (as per guidance) and responses to questions
 - Programme Review Meeting (PRM) x 2 per year (Nov & April) and record on Club Visit tab of Education Management System (EMS)
- Liaise with the relevant PFA coaching Regional Officer(s) to ensure effective delivery of the UEFA C Coaching Qualification.

- Endeavour to ensure scholars are protected from abuse/neglect by promoting and implementing the LFE Safeguarding Policy and deal effectively with any disclosures from scholars, reporting all incidents, including low-level concerns as per the policy.
- Liaise with clubs and delivery partners to ensure scholars learn in a safe and appropriate environment that is conducive to learning.
- Ensure all scholars are supported throughout the learner journey.
- PGAAC Annual Requirements
 July- August: Distribute, Analyse and, if required, agree Academy Training model questionnaire responses
 Aug-Sept: Conduct Full Academy Support Visit
 Nov-Jan: Conduct Hybrid Training Monitoring Support Visit (if required)
 Return all associated documentation to Executive PA by the appropriate deadlines.
 Ongoing: Support with any recommendations from Full Academy Assessments

2) Partnerships

- At all times, support, promote and help to maintain the LFE partnership with The English Football League (EFL) and The Professional Footballers Association (PFA).
- Work with the EFL Youth Development and Safeguarding Regional Officers where relevant to support the scholars and clubs within your portfolio.
- Maintain a high level of integrity, thereby promoting trust and confidence in all our partners.

3) Other Requirements

- Be prepared to embrace LFE's Mission and Vision.
- Attend LFE staff meetings at Head Office in Preston or agreed other locations as required.
- LFE is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.
- LFE is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share this commitment and promote the welfare of these groups.
- This role requires Enhanced Disclosure and Barring Service Checks and is exempt from Rehabilitation of Offenders Act (1974). Applicants will be asked about any previous convictions, cautions, reprimands that are considered 'unspent' as defined by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (Amended 2013). Background checks and an enhanced DBS will be required as appropriate to the role and any offer will be subject to the receipt of satisfactory checks.
- Fully engage with the LFE appraisal process, ensuring that:
 - training and development objectives are identified and best endeavours are made to achieve them
 - job performance targets are identified, and best endeavours are made to achieve them

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