



## **IPSWICH TOWN FOOTBALL CLUB**

### **Head of Academy Operations & Compliance Playford Road Training Ground 37.5 hours per week £35,000 - £40,000 per annum**

- Are you interested in working in the sports industry?
- Are you looking for a new challenge?
- Do you have high standards and a good eye for detail?
- Could you thrive in a fast-paced, fast-expanding environment?
- Do you want to work in one of the most exciting and dynamic places in Suffolk?

#### **If so, look no further....**

Ipswich Town Football Club is looking for a Head of Academy & Compliance to manage the Academy operations department and lead the Academy audit process.

#### **Who are you?**

- You have experience of operations and leading a department.
- You have experience of managing staff and developing effective working relationships with various stakeholders.
- You have excellent communication skills, both written and oral and be confident communicating with varying groups.
- You have strong IT skills in relation to managing an operations function and overseeing an audit, plus report writing skills which are vital.
- Ideally, you have experience and understanding of the English Professional Academy system and Premier League PGAAC audit process.
- You use your initiative and provide solutions/new ideas.
- Be able to multitask and assist other colleagues when needed.
- You are outgoing, enthusiastic, and passionate about your work.
- You want to work in one of the most exciting organisations in Suffolk!

The role is subject to an enhanced DBS check.

#### **We will give you:**

- The chance to be part of a unique business at a crucial part of its development.
- Excellent experience in the elite sports industry.
- Development and growth with mentoring from industry experienced colleagues.
- An environment that is exciting, fast paced and fun!
- Training, mentoring and support.

- A great package including two complimentary season tickets.
- Discounts in Planet Blue store.
- Life assurance.
- Wellbeing Programme.
- Free On-Site parking.

**If this is you:**

If you are interested in applying for the role, please email a completed application form to our recruitment team at [recruitment@itfc.co.uk](mailto:recruitment@itfc.co.uk). **Please note, CV's will not be accepted for this role.**

Closing date for applications: Wednesday 24 January 2024

Shortlisting and interviews will take place throughout the duration of the vacancy advert. This may mean that the vacancy could close early should a suitable candidate be found. Please note that due to the high volume of applications we receive; only those successfully shortlisted for the role will be personally contacted. Therefore, if you haven't heard from us within 4 weeks of the closing date, please assume you haven't been shortlisted on this occasion.

**Safeguarding Statement**

Ipswich Town Football Club is committed to safeguarding the welfare of children, young people and adults at risk and requires all employees to share this commitment and promote the welfare of these groups. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

**Equality Statement**

The successful candidate must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.