

**WELLINGTON PHOENIX FOOTBALL ACADEMY**

**POSITION DESCRIPTION**

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| Business/Function: | Wellington Phoenix Academy | Location: Hutt Valley, Wellington |
| Role: | Head of Boarding |  |
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| Purpose: | The Head of Boarding will oversee the operations of the Wellington Phoenix Academy boarding facilities, ensuring a safe, supportive, and enriching environment for academy players. This live-in position is at the NZCIS Sports Hub, 30 Somme Road, Trentham, 5018. | |
| Reports To: | Wellington Phoenix Academy Business Director | |
| Direct Reports: | Residential Assistants x 2 | |

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| **Key Responsibilities** |  |
| Responsibilities | **Boarding Operations Management**   * Lead the daily operations of the boarding facilities, ensuring a safe, clean, and welcoming environment. * Develop, implement, and enforce boarding policies and procedures. * Proactively address residential issues and conflicts, maintaining a harmonious living environment. * Conduct regular safety drills and maintain up-to-date safety and compliance records. * Ensure all boarding activities meet health and safety regulations.   **Leadership and Team Management**   * Provide leadership and guidance to boarding staff, including the Assistant Head of Boarding. * Oversee staff rosters, performance, and professional development to ensure high standards of care and service. * Foster a culture of collaboration and accountability within the boarding team.   **Pastoral Care and Player Development**   * Act as a mentor and trusted advisor, providing players pastoral care and emotional support. * Design and deliver life skills workshops on time management, financial literacy, and personal development. * Collaborate with medical staff to address players' physical and mental well-being. * Promote a positive and inclusive environment that supports personal and athletic growth.   **Family and Community Engagement**   * Maintain regular communication with players’ families, providing updates on progress and well-being. * Engage families in the boarding experience, ensuring transparency and collaboration. * Organising events and activities build a strong sense of community within the boarding house. * Liaising with Upper Hutt College on wellbeing and care for boarders attending college.   **Wellness Program Development**   * Develop and implement wellness initiatives to enhance players’ physical, mental, and emotional well-being. * Partner with Academy staff to ensure alignment with the Academy’s holistic player development objectives.   **Administrative Duties**   * Manage administrative tasks, including maintaining accurate records, incident reporting, and policy reviews. * Prepare regular reports for senior management onboarding operations and player well-being. * Oversee budgeting for boarding activities and manage resources effectively. |
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| Required Skills and Attributes | * Strong leadership and decision-making skills. * Excellent interpersonal and communication skills. * Proven ability to manage residential or boarding facilities. * Knowledge of health, safety, and child protection regulations in a residential setting. * Organisational and problem-solving abilities, with attention to detail. * Empathy and a proactive approach to supporting youth in a high-performance environment. |
| Qualifications | * Previous experience in a leadership role within a boarding, residential, or youth care setting. * A relevant qualification in education, youth work, or residential care (preferred). * First Aid certification or willingness to obtain it. * A valid driver’s full NZ licence |
| Key Relationships | Internal: Academy Business Director, General Manager Wellington Phoenix FC, Director of Football, Academy Technical Director, Academy Communications & Operations Manager, Academy Head of Youth, Academy Head of Performance.  External: NZCIS |
| KPIs | * Meeting annual P&L targets * Customer satisfaction scores |
| Additional Information | * Those required by the role you are appointed to, not expected to be less than 40 hours per week. * This live-in role requires availability during evenings and weekends as needed. * The Head of Boarding will report to the Academy’s senior leadership team and work closely with medical professionals, coaching staff, and families to support players' overall development. * This role is integral to ensuring the success and well-being of young athletes, providing a nurturing environment that allows them to thrive personally and professionally. |

Agreed By:

Academy Business Director: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Boarding Manager : Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_