

**WELLINGTON PHOENIX FOOTBALL ACADEMY**

**POSITION DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| Business/Function: | Wellington Phoenix Academy  | Location: Hutt Valley, Wellington  |
| Role: | Head of Boarding  |  |
|  |  |  |
| 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 |

|  |  |
| --- | --- |
| **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.
 |
|  |  |

|  |  |
| --- | --- |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_