 Brighton & Hove Albion Football Club   
 **Job Description**

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| **Job Title** | **Women’s & Girls’ Assistant Physiotherapist** |
| **Reports to** | Women’s and Girls’ Lead Physiotherapist |
| **Key Contacts** | Women’s and Girls’ Lead Physiotherapist, General Manager – Women’s & Girls’, Women’s First Team Manager, Club Doctor, Women’s and Girls’ Lead Strength & Conditioning Coach, Head of Medical Services. |
| **Location** | Based at the American Express Community Stadium, Village Way, Brighton. You will be expected to undertake travel as is necessary to fulfil your job requirements and to the satisfaction of Brighton & Hove Albion FC. |
| **Hours** | This is a full-time role. This role requires flexibility to work evenings and weekends to meet the needs of the post. |
| **Contract** | Permanent |
| **Remuneration** | Dependent on skills and experience   * Auto-enrolment into the Club’s pension scheme (depending on eligibility) * Group Life Protection (death in service cover) * Club discounts and offers * Access to multi-faith room |
| **Job Purpose** | * To contribute to the success and achievements of Brighton & Hove Albion FC, striving for excellence and optimal service provision within the women’s ands girls’ medical department * To assist in the supervision of all medical provision for the women and girls * To strive to create a medical department that is viewed as a centre of excellence in the management of neuromuscuoskeletal injuries |

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| **Key Roles & Responsibilities** | |
| **1** | To deliver physiotherapy services to all players involved in the Women’s and Girls’ programme. |
| **2** | To promote and protect the health and wellbeing of all players within the programme. |
| **3** | To work within the code of conduct and good practice of the Chartered Society of Physiotherapy. |
| **4** | To assist in providing pitch-side supervision during training and match games. |
| **Injury Prevention** | |
| **5** | To liaise effectively with the W&Gs coaching staff and Lead Physiotherapist on a daily basis in order to keep them informed of players availability for matches & training. |
| **6** | To work alongside the Lead Physiotherapist and Strength and Conditioning Coach in order to deliver effective injury prevention across the W&Gs. |
| **7** | To provide musculoskeletal screening/profiling for W&Gs players and integrate this with club medical records. |
| **8** | To provide injury prevention strategies to all W&Gs players including individual and group sessions. |
| **9** | To ensure the delivery of preventative rehabilitation effectively meets the commitments to players coaches and management through clinical audits and accurate documentation. |
| **Pre-signing medicals/medical consultations** | |
| **10** | To assist in performing the pre-signing medical assessments of all W&Gs players as required. |
| **11** | To assist in producing a pre-signing medical report for management when required. |
| **12** | To assist in accompanying players to medical consultations at short notice. Ensuring best practice is followed at all times and ensuring the player receive optimal care and advice at all times. |
| **Medical Provision at matches/training sessions/tours** | |
| **13** | To assist in providing physiotherapy match day cover for seniors/academy/RTC games. |
| **14** | To assist in the organisation and implementation of medical provision for all training sessions including regular clinics. |
| **15** | To ensure best practice and compliance of emergency action plan procedures at the training ground and at all training/playing venues under the guidence of the Lead Physiotherapist. |
| **Sports Science & Recovery** | |
| **16** | To work alongside the S&C/sport science staff on a daily basis in order to deliver first class recovery and injury prevention strategies to all players both immediately after games and on recovery days. |
| **17** | To ensure players are educated on the importance of recovery. |
| **18** | To liasie effectively with the Lead Physiotherapist and professional coaching staff on a daily basis in order to effectively inform them regarding availability of players. |
| **Administration Responsibilities** | |
| **19** | To take an active role in meetings and medical meetings. |
| **20** | To attend all compulsory training and be proactive with attending in-service training/internal CPD events within the department. |
| **21** | To assist in creating a database of commonly occuring injuries and assist in producing a best pratice protocol for these injuries according to the latest evidence-based practice. |
| **22** | To assist in creating an injury audit on a yearly basis, with comparisons to previous seasons and assist in implementing best practice strategies for future treatment. |
| **23** | To keep up-to-date in the latest evidence-based practice for assessment and treatment of sporting injuries. |
| **24** | To assist in ensuring appointments are made for consultations and appropriate travel arrangements are made for all players as required. |
| **25** | To ensure all treatment notes are written for all physio-player contacts – written in accordance with the CSP guidelines. |
| **Continual Professional Development** | |
| **26** | To attend all in-service training provided by the Medical department at BHAFC. |
| **27** | To create a CPD pathway to ensure ongoing development of knowledge and skills. |
| **28** | To take responsibility for your continued professional development ensure you attend regular courses, conferences and keep an up to date file of your and other W&Gs medical staff CPD achievements. |
| **29** | To maintain a CPD file which is in-line with the ACPSM guidelines and to ensure that you are developing your practice on a regular basis aiming to achieve a bronze status. |
| **30** | To strive to advance working practices both within the W&Gs set up and in the wider sports physiotherapy setting by keeping abreast of latest research. |
| **Key Performance Indicators** | |
| **31** | To assist in producing daily reports of injured players and designing treatment pathways to enable appropriate and timely return to play. |
| **32** | To ensure medical notes are completed in line with CSP Core Standards. |
| **33** | To produce regular evidence-based programmes of injured players progression of rehabilitation. |
| **34** | To assist in producing yearly reports of injuries to report back to the Lead Physiotherapist. |
| **35** | To have CPD file up to date and present on a 6 monthly basis during your appraisal. |

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| **General duties and accountabilities** |
| * To support Brighton & Hove Albion FC and AITC in their aims and objectives at all times. * To ensure compliance with all relevant club policies, including health and safety policies. * To ensure compliance with all relevant legal, regulatory, ethical and social requirements. * To keep confidential any information gained regarding the charity, club and its personnel. * To represent Brighton & Hove Albion Football Club and AITC in a professional manner. * To maintain a flexible approach to work at all times. * To undertake other duties and responsibilities as required from time to time. |

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| **General Expectations** |
| * To uphold and live our Team Brighton Values; Treat people well, Exceed Expectations, Aim high (never give up) and Make it special. * To be a champion of equality and diversity in the workplace and treat all staff, customers, sponsors, clients and applicants with fairness, dignity and respect * To report incidents of any form of discrimination through the correct channels. * To promote best practice in safeguarding and create an environment that is safe for children young people and vulnerable adults. * To report safeguarding concerns through the correct channels * To ensure that any safeguarding training and certificates are kept up to date. |

***This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Brighton & Hove Albion FC. The Medical Department is amalgamated with Senior, Academy and Women’s footballers and you may be asked to work within either department at short notice for the benefit of the club.***

**Person Specification**

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| **Qualifications** | | | **Essential** | **Desirable** |
| **1** | | A BSc (Hons) Physiotherapy degree (or equivalent) | √ |  |
| **2** | | A minimum of 2 years’ membership with the Chartered Society of Physiotherapy and registered with the Health and Care Professions Council (HCPC). | √ |  |
| **3** | | Have or working towards an MSc Sports Physiotherapy, Manual Therapy, Sports & Exercise Medicine (or equivalent) |  | √ |
| **4** | | Member of the Association of Chartered Physiotherapists in Sport Medicine working towards the bronze level or above | √ |  |
| **5** | | Be a registered member of the Health Care Professions Council (HCPC) and have adequate indemnity insurance. | √ |  |
| **6** | | ITMMiF first aid qualification or equivalent | √ |  |
| **7** | | Valid and accepted enhanced FA DBS CRC (Criminal Background Check) or be willing to undertake this check if successful | √ |  |
| **8** | | Valid FA Safeguarding Workshop Certificate | √ |  |
| **Skills, Knowledge & Experience** | | |  |  |
| **9** | Experience working alongside young athletes in professional sport | |  | √ |
| **10** | Experience in the provision of physiotherapy within an elite sporting environment | |  | √ |
| **11** | Demonstrate ability to develop, implement and evaluate physiotherapy programmes for elite young and senior professional footballers | |  | √ |
| **12** | Experience of developing and implementing innovative ideas and putting them into practice | | √ |  |
| **13** | Excellent interpersonal skills | | √ |  |
| **14** | Ability to work on own initiative | | √ |  |
| **15** | Excellent communication skills | | √ |  |
| **Attitude/Behaviours** | | |  |  |
| **16** | A positive attitude towards the responsibilities of the post | | √ |  |
| **17** | Warm, friendly, helpful and cheerful persona | | √ |  |
| **18** | Meticulous attention to detail | | √ |  |
| **19** | Ability to work calmly under pressure and unsupervised | | √ |  |
| **20** | A genuine team player | | √ |  |
| **21** | Ensure clear communication with medical staff and coaches to allow all involved to be fully informed of the player’s progress | | √ |  |
| **22** | Remain professional at all times regardless of potentially differing opinions or approaches | | √ |  |
| **23** | Ability to maintain confidentiality at all times | | √ |  |
| **24** | Open minded with a view to adopting new practices | | √ |  |
| **25** | Highly motivated with a passion for working in professional football | | √ |  |
| **Other** | | |  |  |
| **26** | An understanding and commitment to equal opportunities in employment and sport | | √ |  |
| **27** | An understanding of individual responsibility in complying with Health and Safety polices at Brighton & Hove Albion FC. | | √ |  |
| **28** | An ability to work irregular and unsociable hours as required and have an understanding that work may be subject to change with less than 24 hours’ notice on occasions. Work will regularly be outside normal working hours, in the evening and on weekends and bank holidays. | | √ |  |
| **29** | Travel with overnight stays if required | | √ |  |
| **30** | Ability to travel abroad with teams if required | | √ |  |
| **31** | An understanding of and commitment to fair play and all national and international anti-doping policies as enforced by the Football Association and World Anti-Doping Association. | | √ |  |

***Last Updated: June 2019***