

# Academy Youth Development Phase Assistant Coach

## Job Description

<b>Position:</b> Academy Youth Development Phase Assistant Coach	<b>Department:</b> Academy	<b>Reporting to:</b> Academy Youth Development Phase Head Coach
<b>Salary:</b> £4,269.20 per annum	<b>Contract:</b> Fixed term	<b>Hours per week:</b> 10 Any 4 out of 7 days

**Job purpose:** To assist and Coach an Academy Schoolboy age group in the YDP (U13-U16)

### Job Description

**Main objectives:**

- To support the planning and preparation and delivery of coaching sessions as per the Academy schoolboy coaching timetable, programme and philosophy
- To support an academy age group(s) in the schedule games programme
- To complete any administration requirements delegated by the Head Coach for the respective age group

**Summary of Duties:**

- To contribute, along with the Head Coach, on all relevant matters and/or on a needs basis.
- To work in line with the Philosophy of the Academy, including the 'aims and vision' of the Academy/Club
- To assist with coaching of Academy players as and when required
- To attend and contribute to all in service training for Academy coaches.
- To attend all relevant Academy coach meetings (Phase/Whole Academy) and contribute within coaching philosophy where required.
- To keep up to date with all Football League, Premier League and Football Association correspondence
- To comply with all company policies/procedures and regulations relating to your role.
- Ensure you are aware of and keep updated in regard to best practice policies.
- To show clear evidence of planning and evaluating.
- Keep performance management application (PMA) up to date with all relevant correspondence and data and also with clipping and preparation on HUDL software
- Liaise with the local and national football association in regard to technical development.
- Be prepared to do other duties to aid the development of the club and Academy as and when required.
- To maintain and monitor Academy equipment/resources
- To provide weekly reports on matches and individual progress/performance
- To build your own coaches 'log book' to include sessions and reflections.

### Person Specification

**Essential skills and qualifications:**

- Basic level of IT skills
- Excellent communication and interpersonal service skills
- Have a flexible attitude to work
- Ability to work on own initiative and as part of a team
- Have a polite and courteous manner

- Be organised, have good time management skills
- The ability to adapt to different and changing situations
- Have the drive and enthusiasm to set high standards and achieve company objectives
- Have a personable approach
- Ability to liaise with footballers, coaches, management and other football related individuals in a professional manner
- Be prepared to work evenings and weekends.
- Hold the following qualifications
- Level 2 coaching certificate minimum (working towards UEFA B)
- FA learning safeguarding children certificate
- FA emergency aid certificate

This post will require the successful candidate to have an enhanced DBS check from Milton Keynes Football Club.

#### **Behavioural Indicators:**

##### Entry

- Functional Skills (Process Management)
- Personal Attributes (Confidence & Commitment)
- Personal Attributes (Resilience)
- Delivery At Pace (Planning & Prioritisation)
- Delivery At Pace (Challenging the Status Quo)
- Thinking (Big Picture Thinking)
- Thinking (Entrepreneurship)

##### Skilled

- Functional Skills (Communication)
- Functional Skills (Functional Skills)
- Personal Attributes (Self Development)
- Personal Attributes (Respect For Others)
- Delivery At Pace (Passion for Customers)
- Delivery At Pace (Drive for Results)

##### Expert

- Personal Attributes (Integrity and Trust)

Reference: F0404

Closing date: 16<sup>th</sup> June 2019