

Head of Academy Coaching

Job Description and Person Specification

Position Details

Position: Head of Academy Coaching

Department: Academy

Reporting to: Academy Manager

Job Description

Person Specification

Main Objectives

- To manage the development of all Academy Coaches (Full and Part-Time)
- To ensure that the Academy's Coaching Syllabus is delivered consistently throughout the Development Phases in line with the playing and coaching philosophy of the Academy.
- To provide coaching support across all age groups as and when required
- To complete and keep up to date the relevant and required administration including the PMA
- Ensure all coaches maintain the PMA and that player development is reviewed appropriately through the use of HUDL

Summary of Duties

- To manage all the FT and PT coaching staff and overseeing their annual Personal Development Reviews (PDR's)
- To review and develop the Coaching Curriculum aligning with the Club Philosophy
- Develop the Coaching Competency Framework (CCF) ensuring every coach has a personalised Development Action Plan (DAP)
- Ensure that all coaching staff hold and are up-to-date in regards to their qualifications and CPD relevant to their role in the Academy
- To undertake self-development to ensure that knowledge in regards to coaching and coach development is kept up-to-date including qualifications and CPD
- To attend all relevant Academy and club meetings including The Academy Technical Board and Academy Management Team meetings.
- To attend relevant external meetings including EFL, LFE, Premier League and FA meetings
- To complete and be up-to-date with all administrative aspects of the role including the PMA

Essential

- Excellent communication and interpersonal skills
- Have a flexible attitude to work
- Ability to work on own initiative and as part of a team
- Be organised, have good time management skills
- The ability to meet stringent deadlines
- Be able to adapt to different and changing situations
- Have the drive and enthusiasm to set high standards and achieve company objectives
- Knowledge and understanding of EFL Youth Development Rules
- Ability to liaise with coaches, management and other football related individuals in a professional manner
- Be prepared to work evenings and weekends.

Qualifications

- UEFA A Coaching Licence
- FA Advanced Youth Award
- FA Safeguarding Children Qualification
- BFAS
- Enhanced DBS Check

Desirable

- FA Tutor Qualification
- UEFA Pro License
- Previous experience of working within a Professional Football Academy
- Coach Education experience
- Youth Coaching experience