

## Job Description

### Academy Lead Coach – Part Time

<b>Position:</b> Academy Lead Coach	<b>Department:</b> Academy	<b>Reporting to:</b> Lead Phase Coach
<b>Salary:</b> £5,441.28 per annum	<b>Contract:</b> Permanent	<b>Hours per week:</b> 12 hours, any 4 from 7 days, flexible in hours required

**Job purpose:**  
To develop the Academy players aligned with the club coaching & playing philosophy through training and matches

#### **Essential & Desirable skills and qualifications criteria:**

- Willing to adopt the MK Dons coaching & playing philosophy
- Appetite for self-development
- IT literate and able to effectively use/learn to operate various platforms including Microsoft / PMA / HUDL / Zoom
- Excellent communication and interpersonal 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
- Have the enthusiasm to set high standards and achieve company objectives
- Ability to liaise with footballers, coaches, management and other stakeholders in a professional manner
- Be prepared to work evenings and weekends
- Previous academy coaching experience

#### **Essential Qualifications:**

- Hold the following qualifications:
  - UEFA 'B' Coaching Certificate
  - FA Learning Safeguarding Children Certificate
  - FA Basic First Aid for Sport Certificate
  - Current FA Licensed Coaches Club Member

#### **Desirable**

- Full driving licence ideally including the D1 Category

**This Role is a regulated post and is exempt from the Rehabilitation of Offenders Act and therefore requires an enhanced DBS**

#### **Role Competencies:**

##### **Planning Timescales:**

- To plan, prepare and lead the delivery of coaching sessions as per the agreed timetable aligned with the coaching and playing philosophy

##### **Decision Making:**

- Local decisions made within remit of own role.

**Impact & Influence:**

- Comply with all company policies/procedures and regulations relating to your role in the Academy.

**Skill Level:**

- To ensure the session plan is designed using the MK Dons session template and uploaded onto the PMA post session

**Communication:**

- To ensure that the players use HUDL & the PMA on a regular basis for their match reviews and that the review process is regularly monitored

**Budget Management:**

- To manage and maintain all Academy equipment and resources.

**Lead & Develop:**

- To maximise attendance at all relevant Academy Coach Meetings (Phase/Academy & CPD events) with the aim to contribute towards the Academy's goals and objectives

**Operating Parameters:**

- To ensure all administration requirements for your respective age group including PMA / HUDL & reviews are completed on a weekly basis
- To be prepared to do other duties to further the development of the Club and Academy as and when required

Competency Total:

Level