

**SWINDON TOWN FOOTBALL CLUB**

**JOB DESCRIPTION – PRE-ACADEMY COACH**

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| Job Title | **Pre-Academy Coach** |
| Reports to | Foundation Phase Lead Coach and Head of Coaching. |
| Key Contacts | Internal – Academy Manager, Head of Coaching, Academy Management Team members, all Academy staff, & casual coaching staff.  External – Other Football League age group coaches, grass roots clubs. |
| Location | Based primarily at Lydiard Park, The Swindome and New College, Swindon and any other Swindon based training ground’s but widespread travelling is required to meet the demands of the Games Programme. |
| Hours | Part Time, fixed term. |
| Salary | TBD |
| Purpose of the Role | To assist the Head of Coaching and lead phase coaches with the coaching programme for a specific age group of players and deliver related practices associated with excellence in football. |

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| **Role Accountabilities & Key Duties** | | |
| 1 | Support development of Academy Players. |
| 2 | To be innovative and creative with the coaching syllabus in line with the Academy philosophy. |
| 3 | Monitor players and report their progress on a regular basis, completing the relevant reports. |
| 4 | Commit to a training and games programme as required. |
| 5 | To be available for all internal CPD and keep relevant FA qualifications up to date. |
| 6 | To demonstrate the ability to motivate players & age group coaches. |
| 7 | The Club is committed to safeguarding and promoting the welfare of children and young people, as well as all adults at risk, and expects all staff and volunteers to share this commitment. All staff regardless of their role must adhere to the Club’s safeguarding policies and procedures. |
| 8 | To report any injury concerns on players to the Physiotherapy Department. |
| 9 | Comply with all company policies/procedures. Adhere to all company regulations regarding policies, procedures, health, safety and security. |
| 10 | All other duties that may arise from time to time and fall within the scope of this position. |

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| 11 | Swindon Town FC’s operational policy includes the measures we are actively taking to mitigate the spread of coronavirus (COVID-19). You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It’s important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity. |
| 12 | Senior Safeguarding Manager : Rob Angus Chief Executive  Designated Safeguarding Officer: Ben Hawkins  Academy Safeguarding Officer: Seamus Brady |
| 13 | Be available to drive the club car/mini bus when required to matches/training and any other club engagements |
| 14 | Such other duties as may be appropriate to achieve the objectives of the post and to assist the Academy Head of Coaching. |
| 15 | The Club is committed to safeguarding and promoting the welfare of children and young people, as well as all adults at risk, and expects all staff and volunteers to share this commitment. All staff regardless of their role must adhere to the Club’s safeguarding policies and procedures. |



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**PERSON SPECIFICATION – ACADEMY COACH**

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| **Qualifications** | | **Essential** | **Desirable** |
| 1 | Hold the FA Level 2 Coaching Football |  |  |
| 2 | Hold, or working towards FA Advanced Youth Modules Award. |  |  |
| **Skills, Knowledge & Experience** | |  |  |
| 3 | A clear understanding of the standards of behaviour and codes of conduct required within the Academy. |  |  |
| 4 | Ability to liaise empathetically and effectively with young players, parents, scouts & coaches |  |  |
| 5 | IT skills to include a high level of competence using Excel, Word, Access and PowerPoint skills |  |  |
| 6 | Creative and engaging presentation skills. |  |  |
| 7 | Good overall level of numeracy and literacy. |  |  |
| **Attitude/Behaviours** | |  |  |
| 11 | A professional “can do” attitude with strong organisational and administrative skills |  |  |
| 12 | A desire to seek solutions |  |  |
| 13 | A genuine team player |  |  |
| 14 | Empathy with young people and their challenges |  |  |
| **Personal Qualities** | |  |  |
| 15 | A dynamic, hardworking and enthusiastic individual |  |  |
| 16 | Excellent communication skills |  |  |
| 17 | Proactive decision maker |  |  |
| 18 | Takes responsibility for ensuring a high quality of work |  |  |
| 19 | Demonstrates enthusiasm and is personally committed to achieving agreed objectives |  |  |
| 20 | Is receptive to feedback about own behaviour, strength’s and areas for improvement |  |  |
| 21 | Displays a high level of confidentiality |  |  |
| 22 | Meticulous attention to detail |  |  |
| 23 | Flexibility and willingness to learn |  |  |