

**SWINDON TOWN FOOTBALL CLUB**

**JOB DESCRIPTION – LEAD FOUNDATION PHASE COACH**

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| Job Title | **Lead Foundation Phase Coach** |
| Reports to | Academy Manager |
| Key Contacts | Internal – Head of Coaching, Academy Administrator, Academy Sports Science & Medical Staff, Head of Education and all Academy staff, & casual coaching staff.  External – Other Football League age group coaches, grass roots clubs |
| Location | Based primarily at County Ground, Swindon and the Club Training Ground at Lydiard Park, but widespread travelling is required to meet the demands of the Games Programme. |
| Hours | Full time. Due to the nature of the post evening and weekend work will be necessary |
| Salary | Salary commensurate with skills and experience. |
| Purpose of the Role | The role includes overseeing the delivery of the U7-U12 coaching program. Working closely with the Head of Coaching and other lead phase coaches to ensure departmental performance targets are maintained and achieved. The successful applicant will manage and oversee all operations of the Foundation Phase, work with the coaches within this Phase to plan, deliver and evaluate coaching sessions via the PMA in accordance with the Club Philosophy. |

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| **Role Accountabilities & Key Duties** | | |
|  | **Coaching** |
| 1 | Manage the day to day operations of the phase |
| 2 | Work with the Foundation Phase staff to plan, deliver and evaluate every coaching session in accordance with the Academy philosophy and coaching programme. |
| 3 | To enter all coaching sessions, game fixtures/game time, game plan reports, learning objectives and development reports, and other necessary work as required, on the PMA |
| 4 | To be innovative and creative with the coaching syllabus for the FP in line with the Academy philosophy |
| 5 | To monitor & manage the PMA data entry of all part time coaches within the FP |
| 6 | Maintain an open, multi-disciplinary approach to your daily tasks and liaise frequently with sport science, medicine and recruitment. |
| 7 | Ensure frequent evaluation of staff, players and the coaching syllabus |
| 8 | Communicate professionally with parents, players and staff on a regular basis. |
| 9 | Develop and maintain a positive learning environment to maximise each players learning potential. |
| 10 | To ensure that the players within the Foundation Phase are provided with a fully equipped games programme |
| 12 | To demonstrate the ability to motivate players & age group coaches |
|  | **Match Days** |
| 13 | Attend & lead organization of match day venues, and ensure the appropriate supervision of the weekend fixtures within the Foundation Phase |
| 14 | Arrange additional games as deemed necessary to maintain performance targets within the department. |
| 15 | Demonstrate impeccable touchline behaviour and take a lead on ensuring the same from staff and spectators. |
| 16 | Liaise with GK coach to maintain relationships with the GK’s in your phase. |
| 17 | To organise the distribution and return of all kit/equipment for each age group within the Foundation Phase |
|  | **Reviews** |
| 18 | Organise and conduct the multi-disciplinary reviews every 12 weeks for your phase |
| 19 | Present all retain/release information to the Academy manager ahead of EFL deadlines. |
| 20 | Present 2 player/parent review meetings per season as per club guidelines |
| 21 | Maintain all PMA evidence in relation to reviews |
|  | **Recruitment & General Duties** |
| 22 | To work closely with the Head of Local Recruitment & Partnerships to ensure the effective recruitment of players within the FP |
| 23 | Attend all Academy meetings where required and ensure you work towards own Development Action Plan assigned to you by the Head of Coaching in line with the CCF. |
| 24 | Flexibility to work in this role is essential – evenings and weekend work required |
| 25 | Annual leave or Days Off to be taken as agreed with the Academy Manager |
| 26 | Attend all CPD as instructed by Head of Coaching |
| 27 | To lead relevant information & induction evenings within the phase |
| 28 | Contribute towards a positive working environment |
| 29 | Provide genuine care for players within the Academy and offer a safe environment where players can succeed |
| 30 | Undertake other duties as directed by the Academy Manager |
| 31 | To work closely with the Head of Education. To Develop our “Life Skills & Personal Development Programme” within the phase |
| 32 | To be the first point of contact for any parent queries within the Foundation Phase |
| 33 | To lead all Foundation Phase department meetings and attend any other Academy meetings as required |
| 34 | To inform the academy administrator of all training & match day information (Schedule/Re-scheduling).  From July 2018, the STFC Academy website ***will only be*** updated/edited by the Academy Administrator. |
| 35 | Collect and confirm all time sheets from coaches in Foundation phase and send to relevant person to ensure casual coaches receive payment |
| 36 | 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. |



**SWINDON TOWN FOOTBALL CLUB**

**PERSON SPECIFICATION – LEAD YOUTH DEVELOPMENT PHASE COACH**

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| **Qualifications** | | **Essential** | **Desirable** |
| 1 | Hold the UEFA ‘B’ License |  |  |
| 2 | Hold, or working towards, the FA Advanced Youth Award |  |  |
| **Skills, Knowledge & Experience** | |  |  |
| 3 | Experience of coaching elite players across all phases |  |  |
| 4 | A comprehensive understanding of the EPPP requirements, the Football Academy system, and the professional football environment. |  |  |
| 5 | A clear understanding of the standards of behaviour and codes of conduct required within the Academy. |  |  |
| 6 | Ability to liaise empathetically and effectively with young players, parents, scouts, coaches and Club senior managers. |  |  |
| 7 | Must hold a valid driver’s licence. |  |  |
| 8 | IT skills to include a high level of competence using Excel, Word, Access and PowerPoint skills |  |  |
| 9 | Creative and engaging presentation skills. |  |  |
| 10 | 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, strengths and areas for improvement |  |  |
| 21 | Displays a high level of confidentiality |  |  |
| 22 | Meticulous attention to detail |  |  |
| 23 | Flexibility and willingness to learn |  |  |