

**SWINDON TOWN FOOTBALL CLUB**

**JOB DESCRIPTION – LEAD PROFESSIONAL DEVELOPMENT PHASE COACH**

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| Job Title | **Lead Professional Development Phase Coach** |
| Reports to | Academy Manager |
| Key Contacts | Internal – Head of Coaching, Academy Management Team members, Academy Sports Science & Medicine Staff, 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 Calne, 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 | To be responsible, under the guidance of the Academy Manager, for leading the delivery of the football coaching programme/Games programme, for the Academy’s U18 age group, and to develop and prepare players for elite professional football. |

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| **Role Accountabilities & Key Duties** | | |
| 1 | To liaise closely with the Academy Manager to develop and implement an elite coaching programme for the U18 Youth Squad encompassing structured day to day coaching sessions and week to week fixtures. |
| 2 | To prepare and deliver technical sessions which reflect the Club’s Football Philosophy and which are in line with the Academy’s Performance Plan, and technical syllabus. |
| 3 | To establish and maintain appropriate standards, practices and procedures for the safe and effective operation of the squad and the professional conduct of all Academy players and personnel. |
| 4 | To establish and maintain comprehensive and up to date records of Professional Development Phase Players. |
| 5 | To manage and deliver the coaching and games programme for the U18 squad. |
| 6 | 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. |
| 7 | To liaise with the Sports Science & Medical Team regarding the fitness and treatment of players and for ensuring that the physiological and psychological needs of players is maintained. |
| 8 | To liaise with the Head of Education to ensure that the delivery of the Academic/Vocational programme is effective and in line with EPPP requirements. |
| 9 | To contribute to meetings with Players, parents/guardians as appropriate and to build and maintain effective relationships with parents/guardians, teachers and other persons. |
| 10 | To provide reports (verbal and written) to the Academy Manager as required concerning the individual capabilities and development needs of players within the age group. |
| 11 | To liaise closely with the Academy Manager, Head of Coaching, Academy Head of Recruitment, Academy Scouts and the First Team Scouting and Recruitment department regarding the recruitment and retention of youth players. |
| 12 | To liaise with the Academy Manager and the Senior Professional Development Coach to manage the transitional process of players from Youth Team to First Team |
| 13 | To organise the distribution and return of all kit/equipment for the U18s |
| 14 | To report any welfare concerns on players to the Academy Safeguarding Officer |



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

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| **Qualifications** | | **Essential** | **Desirable** |
| 1 | Hold, or working towards, the UEFA ‘A’ 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 | Hold a D1 mini bus driver’s licence |  |  |
| 9 | IT skills to include a high level of competence using Excel, Word, Access and PowerPoint skills |  |  |
| 10 | Creative and engaging presentation skills. |  |  |
| 11 | Good overall level of numeracy and literacy. |  |  |
| **Attitude/Behaviours** | |  |  |
| 12 | A professional “can do” attitude with strong organisational and administrative skills |  |  |
| 13 | A desire to seek solutions |  |  |
| 14 | A genuine team player |  |  |
| 15 | Empathy with young people and their challenges |  |  |
| **Personal Qualities** | |  |  |
| 16 | A dynamic, hardworking and enthusiastic individual |  |  |
| 17 | Excellent communication skills |  |  |
| 18 | Proactive decision maker |  |  |
| 19 | Takes responsibility for ensuring a high quality of work |  |  |
| 20 | Demonstrates enthusiasm and is personally committed to achieving agreed objectives |  |  |
| 21 | Is receptive to feedback about own behaviour, strengths and areas for improvement |  |  |
| 22 | Displays a high level of confidentiality |  |  |
| 23 | Meticulous attention to detail |  |  |
| 24 | Flexibility and willingness to learn |  |  |