

**SWINDON TOWN FOOTBALL CLUB**

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

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| Job Title  | **Lead Youth 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 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 | To lead the coaching and management of all age groups within the Youth Development Phase (U12- U16) |

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| **Role Accountabilities & Key Duties**  |
| 1  | To manage and supervise the content of all coaching sessions delivered within the YDP in line with the Academy philosophy |
| 2  | 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 |
| 3  | To be innovative and creative with the coaching syllabus for the YDP in line with the Academy philosophy |
| 4  | To monitor & manage the PMA data entry of all part time coaches within the YDP |
| 5  | To work collaboratively with the Academy Manager to devise individual learning plans for all players with the YDP |
| 6  | To work closely with the Head of Education to ensure the efficient delivery of the school Day Release programme |
| 7  | To be the first point of contact for any parent queries within the YDP |
| 8  | To be available for all internal CPD and keep relevant FA qualifications up-to-date |
| 9  | To lead all Youth Development Phase department meetings and attend any other Academy meetings as required |
| 10  | To lead all review meetings with player/parents in line with EPPP requirements |
| 11  | To improve the retention and progression of players through all YDP age groups |
| 12  | To work closely with the Head of Academy Recruitment to ensure the effective recruitment of players within the YDP |
| 13  | To ensure that the players within the YDP are provided with a fully equipped games programme |
| 14  | To provide a written monthly summary of the YDP to the Academy Manager |
| 15  | To ensure minimal disruption to the agreed Academy schedule |
| 16  | To assist the coaches within the Professional Development Phase in delivering sessions to Academy Scholars & Professional players |
| 17 | To demonstrate the ability to motivate players & age group coaches |
| 18 | To ensure the appropriate organisation & supervision of the weekend fixtures within the YDP |
| 19 | To lead relevant information & induction evenings within the phase |
| 20 | To report any welfare concerns on players to the Academy Safeguarding Officer  |
| 21 | To report any injury concerns on players to the Physiotherapy Department |
| 22 | To report any educational concerns on players to Head of Education and to assist with the creation of a disciplined & informative environment for all players |
| 23 | To organise the distribution and return of all kit/equipment for each age group within the YDP |
| 24 | To drive Academy players & trialists when required |
| 25 | Participate in the appraisal process |
| 26 | Comply with all company policies/procedures. Adhere to all company regulations regarding policies, procedures, health, safety and security |
| 27 | All other duties that may arise from time to time and fall within the scope of this position. |



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**PERSON SPECIFICATION – LEAD YOUTH 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  | 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  |  |  |