

**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 |  |  |