



**Job Description: Part Time Academy Coach**

<b>Job Title</b>	Academy Lead Coach
<b>Department</b>	Academy - Reports to Lead Phase Coach
<b>Key Contacts Internal</b>	Head of Departments, First Team, Foundation, Club
<b>Key Contacts External</b>	The EFL, The FA, The LFE
<b>Location / Requirements</b>	Based at Shephalbury Sports Academy, Broadhall Way, Stevenage, Herts, SG2 8RH. With coaching duties at various locations across Stevenage and surrounding areas. Due to the nature of the post, evening and weekend work will be required based around the schoolboy fixtures schedule.
<b>Hours/ Remuneration</b>	10 hours (3x sessions + 1x fixture) - £25.00-£30.00 per session depending on coaching qualification and £40.00 per Academy fixture.
<b>Job Purpose</b>	To accurately follow the Academy coaching programme and age specific coaching syllabus.
<b>Duties and Responsibilities: Football Administration</b>	<ul style="list-style-type: none"> <li>• To ensure the welfare and safeguarding of all players in your care at all times</li> <li>• Plan, record and deliver coaching sessions that follow the club philosophy and deliver the coaching syllabus for your respective age group</li> <li>• To record session plans and submit attendance accordingly for every session delivered within the 9-18 Academy Programme via the Performance Management Application</li> <li>• To set and monitor individual learning objectives for players each week</li> <li>• Ensure multidisciplinary communication is maintained for the benefit of your players and reported to players/parents as per the lead phase coaches instructions</li> <li>• To submit all Academy Player Action plans every 10 weeks &amp; attend/deliver at player/parent meetings in line with EPPP guidelines</li> <li>• To contribute to the recruitment process at SFC Academy and provide feedback as and when required</li> <li>• To be responsible for your age group on match day, including to plan, observe and provide feedback regarding individual player performances</li> <li>• To attend all Academy meetings where applicable and undertake appropriate CPD as per EFL and club rules</li> <li>• To complete any other duties as deemed reasonable by the Lead Phase Coach</li> <li>• To be an ambassador for the Stevenage FC 'Standards of Performance'</li> </ul>





### Personal Specification: Part Time Academy Coach

Qualifications	Essential	Desirable
UEFA B Licence	✓	
UEFA A Licence		✓
Recognised First Aid Qualification (Emergency Aid)	✓	✓
Advanced DBS Disclosure	✓	
FA Basic First Aid for Sport (BFAS) or FA Intermediate First Aid for Sport (IFAS)	✓	
PTLLS or other teaching qualification		✓
Skills, Knowledge & Experience	Essential	Desirable
Extensive knowledge and experience of the role and the position	✓	
Experience working across academy age groups	✓	
Experience working with young professional players		✓
Understanding of the Elite Player Performance Plan (EPPP)		✓
Experience of scouting & talent identification processes and procedures	✓	
IT skills to include the ability to use Microsoft Office (Excel, Word, Power Point and Outlook)	✓	
Excellent interpersonal and communication skills		✓
Attitude/Behaviours	Essential	Desirable
Takes responsibility for ensuring a high quality of work	✓	
A genuine team player who will support and motivate other members of the team	✓	
An adaptive individual who can cope well in high pressure situations	✓	
A proven ability to multi task and manage multiple projects	✓	
Has a passion to work within professional football and be a part of the Club and its values	✓	



Personal Qualities	Essential	Desirable
Hardworking and enthusiastic	✓	
Meticulous attention to detail	✓	
Understands the importance of confidentiality and integrity at all times	✓	
Loyal and committed	✓	
Seeks to learn and develop daily	✓	
Empathetic to young players	✓	
Adaptable and calm when faced with change	✓	

#### Application Process: Part Time Academy Coach

Application Instructions	Interested applicants should email a completed application form to the attention of Stephen Payne at the Academy.  Email Applications to: StephenP@stevenagefc.com
Application Deadline	Open until vacancy is filled
Interview Date	w/c Monday 4 <sup>th</sup> March 2019
Role Start Date	Immediate
Employability Statement	Stevenage Football Club is committed to be an equal opportunities provider and welcomes applicants from all members of the community. Should you require assistance with your application please contact the Club in advance of your submission.
BAME	The English Football League has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethnic (BAME) backgrounds. New regulations require clubs to shortlist at least one suitably qualified BAME candidate (where an application has been received) for all roles in Academy football that require a UEFA A or UEFA B Licence.  <b>As part of the application process, you will therefore be asked to declare your ethnicity.</b>

