

**Foundation Phase Age Group Coach (Part Time)**

**Job Description**

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| **Job Title** | **Foundation Phase Age Group Coach (Part Time)** |
| **Department** | Academy |
| **Reports To** | Academy Manager |
| **Direct Reports** | Foundation (9-12) Phase Lead Coach |
| **Key Contacts** | Internal – Academy Players, Academy Manager, Academy Head of Coaching, Academy Coaching Staff, Lead Academy Physio, Lead S&C Coach, Head of Academy Recruitment, Academy Operations Manager  External – Opposition Club Coaches, Parents |
| **Budgetary Responsibilities** | None |
| **Location** | Based at Shephalbury Sports Academy, Broadhall Way, Stevenage, Hertfordshire SG2 8NP |
| **Hours** | Monday evening (17:00-18:00)  Thursday evening (17:00-19:00)  Friday evening (17:30-20:30)  Sunday (fixture AM) |
| **Job Purpose** | To follow the existing coaching syllabus within the Academy Foundation phase. Developing players within the age group across the four corners in line with Stevenage FC’s coaching programme. |
| **Remuneration** | £3,500-4,500 - Dependant on experience |

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| **Role Responsibilities & Key Duties** | |
| **1** | Plan, record and deliver coaching sessions that follow the club philosophy and deliver the coaching syllabus for your respective ahe group (U10,U11,U12) |
| **2** | To record session plans and submit attendance accordingly for every session delivered within the 9-18 Academy Programme via the Performance Management Application (PMA) |
| **3** | To evaluate and cross reference learning objectives to the individual’s outcomes |
| **4** | Ensure multidisciplinary communication is maintained for the benefit of your players |
| **5** | To submit all Academy phase reviews every 6 weeks |
| **6** | To submit all Academy Player Action plans every 10 weeks & attend/deliver at player/parent meetings in line with EPPP guidelines |
| **7** | To submit all Development & Shadow reviews for the 9-16’s every 6 weeks according to role |
| **8** | To ensure the welfare and safeguarding of all players in your care at all times |
| **9** | To contribute to the recruitment & trial process of the programme if/when required |
| **10** | To be responsible for your age group on match day, including to plan, observe and provide feedback regarding individual player performance. |
| **11** | To attend all Academy meetings where applicable and undertake appropriate CPD as per EFL and club rules |
| **12** | To complete any other duties as deemed reasonable by the Lead Phase Coach |
| **13** | To be an ambassador for the Stevenage FC ‘Standards of Performance’ |



**Academy Age Group Coach (Part Time)**

**Person Specification**

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| **Qualifications** | | **Essential** | **Desirable** |
| **1** | UEFA B licence outfield award |  |  |
| **2** | UEFA A license outfield award |  |  |
| **3** | FA Youth Module 3 (assessed) |  |  |
| **4** | FA Advanced Youth Award |  |  |
| **5** | Recognised First Aid Qualification (Emergency Aid) |  |  |
| **6** | FA Basic First Aid for Sport (BFAS) or FA Intermediate First Aid for Sport (IFAS) |  |  |
| **7** | DBS check |  |  |
| **8** | PTLLS or other teaching qualification |  |  |
| **Skills, Knowledge & Experience** | |  |  |
| **9** | Extensive knowledge and experience of the role and the position |  |  |
| **10** | Experience working across academy age groups |  |  |
| **11** | Experience working with young professional players |  |  |
| **12** | Understanding of the Elite Player Performance Plan (EPPP) |  |  |
| **13** | Experience of scouting & talent identification processes and procedures |  |  |
| **14** | IT skills; including the ability to use Performance Management Application (PMA) software and Microsoft Office (Excel, Word and Outlook) |  |  |
| **15** | Excellent interpersonal and communication skills |  |  |
| **Attitude/Behaviours** | |  |  |
| **16** | Ability to work under pressure and to tight deadlines |  |  |
| **17** | A genuine team player |  |  |
| **18** | A reliable individual |  |  |
| **Personal Qualities** | |  |  |
| **19** | Displays a high level of discretion |  |  |
| **20** | Personable with an ability to build individual relationships |  |  |
| **21** | Hardworking and enthusiastic |  |  |
| **22** | Empathetic to young players |  |  |
| **23** | Ability to adapt to changing circumstances |  |  |
| **24** | Loyal and committed |  |  |