



Harrogate Town AFC

Job Title: Lead Professional Development Phase / Head Coach for Academy & PDC

Contract Type: Full Time

Reports to: Academy Manager

Salary: £30,000

Based at: Harrogate Town Academy and Player Development training Venues

Hours: As required by the role, with a maximum of 42 hours per week

Purpose of Role - To assist the Academy Manager in the day to day training of the Professional Development Phase. To be responsible for the organisation, planning and delivery of the Coaching Competency Framework, Staff Development Plans, Players ILP's, Academy Training Needs Analysis and having a major influence on the analysis & delivery of the Academy Coaching Philosophy and pathway plan.

Key Responsibilities

- Work with the Head of Coaching to design and implement an age specific coaching curriculum in line with the academy playing and coaching philosophy ensuring the effective planning, delivery, and evaluation of every coaching session on the PMA for the phase.
- Support and motivate the U18's, to deliver the coaching curriculum and academy philosophy and push high standards at all times.
- Work with the Head of Coaching and Academy Manager with the identification, co-ordination, and delivery of individual development plans for all players within the phase.
- Contribute to the building of a library of academy best practice sessions mirroring the philosophy.
- Work towards own Coach Development Action Plan (CDAP) agreed between you and the Head of Coaching in line with the Coach Competency Framework (CCF).
- Be seen to be a Key Figure and be actively involved in coaching within the Clubs PDC (Player Development Centre)
- Encourage Development within our PDC coaching team



Management, Communication, and Organisation

- Assist with the coordination and manage of the daily logistical operation of the phase i.e. deal with and arrange training, fixtures, and additional fixtures to meet player needs; manage the inventory and distribution of kit and equipment; deal with match officials; communicate with players and parents, and so on.
- Work closely with the Academy Manager, Head of Coaching, and other key staff to support your daily tasks and the multi-disciplinary development of every player in the phase across the 4 corners by developing, delivering, recording, and reviewing Individual Learning Plans.
- Be part of, and contribute/report to the Academy Management Team as well as providing reports and attending any meetings as required by the Academy Manager and Head of Coaching.
- Communicate and reinforce the academy playing and coaching philosophy to coaches, players, and parents.
- Work with the Head of Coaching to take a multi-disciplinary approach to the review process by organising and conducting all player reviews required for the phase as well as planning, delivering, and reviewing all coaching sessions, games/game time, whilst maintaining and monitoring all data related to this including learning objectives, progress, and other work as required on the PMA system.
- To monitor & manage the PMA data entry of all coaches and players within the phase.
- Link player performance reviews to the learning outcomes of the academy coaching programme and effectively present these during player/parent review meetings (formal and informal) and as per club and EPPP guidelines.
- Work closely with the Head of Coaching to manage the player development process contributing and reporting on performance, progression, ILP's, transition between age groups, and multi-disciplinary reviews.

Recruitment & Other Key Responsibilities

- Manage and drive player signings and releases appropriately and professionally as well as presenting all retain/release information to the Academy Manager and Academy Secretary as required and in line with EFL rules and deadlines.
- Continually challenge and look to enhance the academy environment through new ideas.
- Develop and grow HTAFC PDC Coaches



- Support the culture of, and represent the club, in the best possible light at all times.
- Attend and contribute (when required) to all CPD as instructed by the Head of Coaching.
- Always adheres to the club Code of Conduct and understand and adheres to the Club's safeguarding procedures.
- Carry out any other duties as directed by the Academy Manager.

Important Information

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

<u>Essential requirements for the post</u>	<u>Desirable requirements</u>
UEFA A Coaching license	Sports related degree
FA Youth Award (assessed)	Experience working in the FP of an academy
Significant experience of working in Academy football.	Experience of working as a Head of Academy coaching or Academy Manager.
Emergency first aid in Football level 2 (EFAiF)	FA Talent ID Qualification
Up to date DBS and Safeguarding	Experience of the academy audit process
Driving licence	Experience of working full time in an academy
Extensive knowledge of the Academy Audit Process.	
Experience of managing large and varied workloads and tasks whilst maintaining attention to detail.	
A minimum of 2 years working with elite players or within professional football (preferably in the youth development phase)	
Able to demonstrate a high level of coaching ability working with individuals, units and teams.	
Experience of using the PMA system	
Experience of planning a coaching syllabus and IDP's to meet the needs of players in an academy or other elite football environment.	



Ability and willingness to work outside normal hours, including evenings and weekends, often with short notice	
Show a track record of communicating and working with, motivating, and inspiring a multi-disciplinary team of staff	
FA Advanced Youth Award (or currently working towards and specific to that phase)	

Head of Coaching

Accountable:

Their personal growth as a Head of Coaching

- Undertake self-development to ensure knowledge in relation to all aspect of coaching and coach development is up to date and forward thinking
- Build relationships throughout the Academy broader Club and community.
- Maintain/enhance football and cross sport coaching competence:

Coaches having a clear understanding and acceptance of their development needs

- Provide a clear, up-to-date Training needs analysis (TNA) of every individual coach's current and required level of performance
- Observe coach performance and provide feedback to aid development
- Complete Training Needs Analysis (TNA) with all coaches

Individual coaches having Development Action Plans

- Ensure Every coach has a personal Development Action Plan (DAP) that is tailored to meet their needs and which they buy-in to as a 'living' document
- Working with coaches to develop their abilities and potential
- Provide 1:1 coaching to coaches in order to develop the coach's skill

Coaches holding required qualifications and up-to-date licencing

- Ensure the qualification status of the Clubs coaching workforce is assessed and ensure all coaches hold required qualifications for their role and age group and have a CPD plan to ensure licencing is up-to-date
- Development programmes being designed & delivered
- Design and deliver development interventions based on the Academy Performance Plan (APP) and common aspects identified in the coaches DAPs



- Design and deliver programs of suitable development events

Coaches working effectively as part of a multidisciplinary team (MDT)

- Ensure coaches understand how to work effectively in a MDT and can identify and believe in the benefits of doing so
- Build relationships and utilise expertise of MDT

The alignment of Coaching Curriculum with Playing and Coaching Philosophy

- Ensure the Academy's Coaching Curriculum is consistently delivered in line with the Academy's (and/or Club's) Playing Philosophy and Coaching Philosophy

The Academy having a culture of openness and growth

- Contribute to the development of an elite learning environment where people take responsibility for their own development, feel able to learn from their mistakes and have opportunity to experiment outside of their comfort zone

Develop a Club specific coach monitoring tool

- Implement a Club Specific Coach Competency Framework (CCF) to monitor and evaluate coaches in order to develop DAPs and group coach development opportunities

Person Specification

- Committed to working to and promoting the philosophy of the football club and to promoting and displaying high standards of excellence in maintaining a positive learning environment.
- Show a clear 'Growth Mindset' and capability and comfortability of being able to challenge and be challenged to deliver an elite programme in a high-pressured environment with high levels of accountability.
- Highly motivated, enthusiastic, and ambitious in the development of a positive and progressive elite learning environment
- Is receptive to feedback about own behaviour, strengths, and areas for improvement.
- Good attendance record in current/previous employment, (not including any absences resulting from disability)
- Must hold a valid driver's licence and be able to travel extensively, as required.

Equal Opportunities:

The post holder's duties must be carried out in compliance with the Club's Equal Opportunities Policy, with the Health and Safety at Work Act 1974 and subsequent Health and Safety Legislation.



Harrogate Town is an equal opportunities employer and all applicants for employment will be regarded equally and will be given equal opportunities irrespective of sex, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy, or maternity, ethnic or national origin.

Safeguarding

- Harrogate Town is committed to safeguarding, and the safeguarding of all people associated with the Football Club.
- All employees must understand the clubs safeguarding and anti-discrimination policies and procedures and put these into practice in the workplace. To enable this all employees must undertake the required training as directed by their line manager.

How to apply:

To apply, please submit your CV and covering letter, which is to be in total no more than four A4 pages, size 10 font, clearly expressing how you meet the person specification and how you would be able to meet the key responsibilities of the role.

Please also provide the names of two industry referees.

Application deadline:

Applications received after this time may not be considered.

Please submit your CV and covering letter to **daveriley@harrogatetownafc.com** and title your email "ACADEMY LEAD PDP / PDC COACH APPLICATION"