

Harrogate Town AFC

JOB DESCRIPTION



Job Title	<i>Lead Coach – Foundation Phase</i>
Department	<i>Player Development Centre</i>
Line Manager & Reporting Procedures	<i>Head of Player Development Centre</i>
Contract	<i>Casual</i>
Full Terms of employment	<i>To be discussed upon successful application</i>
Hours of work	<i>Part-time role requiring flexibility to work evenings and weekends as required</i>
Basic pay	<i>To be discussed upon successful application</i>
Holiday entitlement	<i>To be discussed upon successful application</i>
Key internal relationships	<i>Academy coaching team (ACT), Head of Player Development Centre, First team coaching staff, Head of Safeguarding and Welfare</i>
Purpose of the job	<i>To deliver high quality coaching sessions in the Development Centre. You will be required to build a good rapport with the players to ensure that they enjoy their time and maximise their potential.</i>
Key Tasks & Responsibilities	<p>Coaching</p> <ul style="list-style-type: none"> • Responsible for the 4-7 year old age group within the PDC • Work with other coaches in the ACT and the head of PDC to develop the PDC Performance Plan, in particular the coaching philosophy • <i>Plan, deliver and review coaching sessions for the relevant age groups.</i> • <i>Ensure that individual and team targets are set, monitored and evaluated on a regular basis.</i> • <i>Develop and maintain a positive learning environment to maximise all players' learning and potential</i> <p>Games Programme</p> <ul style="list-style-type: none"> • Attend all fixtures involving specific age groups (this includes Friday evenings, and other evening and weekend dates, observing both home and away games equally). • Ensure that individual and team targets which are set are linked to the games programme. • Ensure players benefit from an average of 50% playing time throughout the season. <p>Player reviews</p> <ul style="list-style-type: none"> • Monitor players training and match minutes throughout the season. • Organise and conduct 2 player and parent review meetings with each

player within your academy team, ensuring written feedback is produced detailing technical, tactical, physical and psychological strengths and weaknesses

Administration and communication

- Update players, parents and coaches on a weekly basis with regards to coaching curriculum, fixtures and events
- Attend PDC meetings as requested to ensure clear communication, planning and monitoring
- Carry out any reasonable duties that may arise commensurate with the role.
- Work closely with the Academy coaching team to arrange fixtures and events, and liaise with internal staff in relation to matchday arrangements
- Communicate clearly with the Head of PDC and the Director responsible for Youth on all matters relating to players, safeguarding, administration, games and any other aspect of your role.

Additional Responsibilities

- On match day ensure the match day protocol is being adhered to by players and coaches
- Oversee and coordinate assistant lead coaches and volunteer coaches attached to your age group, ensuring they are familiar with the clubs' values and philosophy and the coaching curriculum.
- The lead coach must at all times carry out their duties with due regard to the Harrogate Town policies and procedures
- Display high standards of behaviour and appearance and encourage the same from players and staff.
- Undertake other duties as directed by the Head of PDC or the Director responsible for Youth.
- Agree to undertake formal and in-formal CPD and self-development opportunities, to ensure knowledge in relation to all aspects of your role is up-to-date.

This is not a full and exhaustive list and further requirements may be added throughout the season. The Lead Coach is expected to be flexible and adapt to include any additional work as required by the job role which will include any other reasonable requests or tasks made by the Head of PDC.

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PERSONAL SPECIFICATION

Qualifications		Mandatory	Desirable
Knowledge & Experience			
1	UKCC Level 2 Coaching Qualification in Football	✓	
2	UEFA B Coaching Qualification in Football		✓
3	FA Youth Modules		✓
4	FA Emergency Aid	✓	
5	FA Talent ID Level 1		✓
6	FA Safeguarding Certificate	✓	
7	Previous experience in a Player Development Centre	✓	
8	Knowledge of football and a genuine interest in Harrogate Town AFC	✓	
9	Experience of working with the 4-7 year age groups	✓	
Personal Qualities & Skills			
10	Ability to plan and deliver quality, engaging and challenging session to maximise player enjoyment and development	✓	
11	Interpersonal skills – must be a consistent team performer and able to forge excellent working relationships	✓	
12	Have a polite and courteous manner and a personable approach	✓	
13	Energetic and forward thinking	✓	
14	Can offer solutions to problems, using initiative and common sense	✓	
15	Willing to work in high pressure situations	✓	
16	Confident, positive and happy speaking/interacting with people	✓	
17	Be organised and have good time management skills	✓	
18	Reliable and dependable at all times	✓	
19	Honest, reliable and trustworthy	✓	
Other Requirements			
20	A willingness to learn and develop as an individual, through CPD	✓	
21	Applicants must be over the age of 18	✓	
22	A willingness to undertake administration tasks as necessary for Player Development Centre	✓	
23	A passion for Harrogate Town AFC and success of the club	✓	
Safeguarding			
24	To have due regard for safeguarding and child protection policies, including the welfare of children and young people	✓	
25	All new employees are subject to DBS checks, with our safeguarding officer.	✓	

GENERAL INFORMATION

The Employee must at all times carry out his/her responsibilities with due regard to Harrogate Town AFC policies and procedures.

The Employee must act to protect all young people and vulnerable adults that are in their care, following the club's Safeguarding and Child Protection Policy at all times. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the club.

JOB DESCRIPTION AGREEMENT

I can confirm that I have read, understand and agree with the job description and that I will adhere to it at all times.

<i>Employee's Name:</i>	<i>Employee's Signature:</i>	<i>Date:</i>
<i>Line Managers Name:</i>	<i>Line Managers Signature:</i>	<i>Date:</i>