

Professional Development Phase Assistant Coach (Part-Time, Sessional)

Job Description

Job Title	Professional Development Phase Assistant Coach (Part-Time, Sessional)		
Department	Academy		
Reports To	Academy Manager		
Direct Reports	Professional Development Phase Lead Coach, Head of Coaching		
Key Contacts	Academy Manager, Academy Head of Coaching, Academy Operations		
	Manager, Designated Safeguarding Officer and Player Care, Academy Phase		
	Leads, Academy Coaching Staff, Head of Performance, Head of Medical,		
	Head of Analysis, Head of Academy Goalkeeping, Head of Academy		
	Recruitment, Academy Players, and Parents.		
Budgetary	None		
Responsibilities			
Location	USW Sports Park, Treforest Industrial Estate, Pontyprydd, CF37 5UP		
	/National Velodrome of Wales, Newport, NP19 4RB		
Hours	Approximately 4 sessions per week + Saturday Match Days		
Job Purpose	A fantastic opportunity has arisen to join the Newport County AFC		
	Academy Coaching Department.		
	The Academy is seeking to recruit a part-time Professional Development		
	Phase Age Group Coach to follow the existing coaching syllabus within the		
	Academy phase. The successful candidate will play a pivotal role in		
	developing players in line with Newport County AFC's training/games		
	programme and will be provided support in their professional development		
	by the Phase Leads and Head of Coaching.		
Remuneration	Dependant on coaching qualification and department		

	Role Responsibilities & Key Duties			
1	To adhere the Newport County AFC values and ensure that all players show respect in a hig			
	engaging learning and safe environment			
2	To plan, deliver, and evaluate coaching sessions in line with the academy's syllabus and the			
	academy's coaching framework			
3	To record session plans and submit attendance accordingly for every session delivered			
	within the 9-18 Academy Programme via the Performance Management Application (PMA)			
	To take a multidisciplinary approach to working using the expertise of sports science,			
	analysis, and medical staff as well as Academy and Senior coaching staff			
4	Follow all Club Policies, such as Equality & Diversity, Health & Safety and Safeguarding			
5	To adhere to the Coaches Code of Conduct			
6	To take responsibility for the care and maintenance of all age group training equipment			
7	To contribute to the recruitment & trial process of the programme if/when required			
8	To submit all IDP/Performance reviews every 6/12 weeks according to role			
9	To attend Saturday or Sunday fixtures/Academy meetings where applicable			
10	To undertake appropriate CPD in line with EFL rules and regulations			
11	To provide relevant feedback to line management as required			
12	To complete any other duties as deemed reasonable by the Academy Manager/Phase Lead			



Professional Development Phase Assistant Coach (Part-Time, Sessional)

Person Specification

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 EFAIF or Level 2 First Aid Equivalent 7 DBS check 8 PTLLS or other teaching qualification 5 Rills, 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 to include the ability to use Performance Management Application (PMA) software and Microsoft Office (Excel, Word and Outlook) 15 Excellent interpersonal and communication skills 4 Attitude/Behaviours 16 Ability to work under pressure and to tight deadlines 4 A genuine team player 4 A genuine team player 5 A genuine team player 6 Personal Qualities 9 Displays a high level of discretion 9 Personable with an ability to build individual relationships 4 Hardworking and enthusiastic 5 Empathetic to young players 6 Ability to adapt to changing circumstances 7 Ability to adapt to changing circumstances 7 Ability to adapt to changing circumstances 9 Experience outfile award 9 Personal Qualities 9 Ability to adapt to changing circumstances 9 Experience outfile award 9 Experience of scouting outfile outfile and the position of the position of the position outfile outfi	Qualifications		Essential	Desirable
3 FA Youth Module 3 (assessed) 4 FA Advanced Youth Award 5 Recognised First Aid Qualification (Emergency Aid) 6 EFAiF or Level 2 First Aid Equivalent 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 to include the ability to use Performance ✓ Management Application (PMA) software and Microsoft Office (Excel, Word and Outlook) 15 Excellent interpersonal and communication skills 4 Attitude/Behaviours 16 Ability to work under pressure and to tight deadlines 17 A genuine team player 18 A reliable individual 4 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	1	UEFA B licence outfield award	✓	
4 FA Advanced Youth Award 5 Recognised First Aid Qualification (Emergency Aid) 6 EFAiF or Level 2 First Aid Equivalent 7 DBS check 8 PTLLS or other teaching qualification 5 kills, 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 to include the ability to use Performance Management Application (PMA) software and Microsoft Office (Excel, Word and Outlook) 15 Excellent interpersonal and communication skills 17 A genuine team player 18 A reliable individual 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	2	UEFA A license outfield award	✓	
Fraction was a communication (Emergency Aid) Recognised First Aid Qualification (Emergency Aid) Fraction was a communication skills Fraction was a communication skills Attitude/Behaviours A genuine team player A genuine team player A personal Qualities Dass check Fraction was a communication (Emergency Aid) Fraction was a communication was a communic	3	FA Youth Module 3 (assessed)	✓	
6 EFAiF or Level 2 First Aid Equivalent 7 DBS check 8 PTLLS or other teaching qualification 9 Extensive 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 to include the ability to use Performance Management Application (PMA) software and Microsoft Office (Excel, Word and Outlook) 15 Excellent interpersonal and communication skills 4 Attitude/Behaviours 16 Ability to work under pressure and to tight deadlines 4 A reliable individual 5 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	4	FA Advanced Youth Award		✓
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 to include the ability to use Performance Management Application (PMA) software and Microsoft Office (Excel, Word and Outlook) 15 Excellent interpersonal and communication skills 16 Ability to work under pressure and to tight deadlines 17 A genuine team player 18 A reliable individual 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	5	Recognised First Aid Qualification (Emergency Aid)	✓	
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 to include the ability to use Performance Management Application (PMA) software and Microsoft Office (Excel, Word and Outlook) 15 Excellent interpersonal and communication skills 4 Attitude/Behaviours 16 Ability to work under pressure and to tight deadlines 4 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	6	EFAiF or Level 2 First Aid Equivalent	✓	
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 to include 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	7	DBS check	✓	
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 to include 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 4 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	8	PTLLS or other teaching qualification		✓
position Experience working across academy age groups 10 Experience working with young professional players 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 to include the ability to use Performance Management Application (PMA) software and Microsoft Office (Excel, Word and Outlook) 15 Excellent interpersonal and communication skills 4 Attitude/Behaviours 16 Ability to work under pressure and to tight deadlines 17 A genuine team player 18 A reliable individual 4 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	Skills, Knowledge & Experience			
11 Experience working actioss academy age groups 12 Understanding of the Elite Player Performance Plan (EPPP) 13 Experience of scouting & talent identification processes and procedures 14 IT skills to include the ability to use Performance Management Application (PMA) software and Microsoft Office (Excel, Word and Outlook) 15 Excellent interpersonal and communication skills 16 Ability to work under pressure and to tight deadlines 17 A genuine team player 18 A reliable individual 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	9	· ·	√	
12 Understanding of the Elite Player Performance Plan (EPPP) 13 Experience of scouting & talent identification processes and procedures 14 IT skills to include 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	10	Experience working across academy age groups	✓	
13 Experience of scouting & talent identification processes and procedures 14 IT skills to include 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	11	Experience working with young professional players		✓
and procedures 14 IT skills to include 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	12	Understanding of the Elite Player Performance Plan (EPPP)		✓
14 IT skills to include 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	13	Experience of scouting & talent identification processes		✓
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		and procedures		
Office (Excel, Word and Outlook) 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	14	IT skills to include the ability to use Performance	✓	
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		• ', '		
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		•		
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 ✓		•	✓	
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	Attitude/Behaviours			
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	16	Ability to work under pressure and to tight deadlines	✓	
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 Ability to adapt to changing circumstances ✓	17	A genuine team player	✓	
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 ✓	18	A reliable individual	✓	
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 ✓	Pers	onal Qualities		
21 Hardworking and enthusiastic ✓ 22 Empathetic to young players ✓ 23 Ability to adapt to changing circumstances	19		•	
22 Empathetic to young players ✓ 23 Ability to adapt to changing circumstances	20	Personable with an ability to build individual relationships	•	
23 Ability to adapt to changing circumstances	21	Hardworking and enthusiastic	✓	
Ability to adapt to changing circumstances	22	Empathetic to young players	·	
24 Loyal and committed	23	Ability to adapt to changing circumstances	✓	
	24	Loyal and committed	✓	

Newport County AFC is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore all convictions including spent convictions that have not been subject to filtering by the DBS should be declared".

Relevant information and / or documents will be distributed as part of the recruitment process.

BAME Declaration

The English Football League has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethic (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.

As part of the application process, you will therefore be asked to declare your ethnicity.

E & D Statement -

Newport County AFC Academy is committed to providing services which embrace diversity and that promote equality of opportunity.