



Job Description

Job Title: Lead FDP Coach

Department: Academy

Key Contacts Internal: Senior Professional Development Coach, Lead YDP Coach, Lead FP Coach(Liaison), Academy Management team members, all Academy staff, Academy Secretary, HR Officer, coaches.

Key Contacts External: The Football League, The FA, EFL, LFE, FAW.

Location/Requirements : Based at Newport County AFC Academy's Offices located at Lliswerry High School, Nash Road, Newport. NP19 4RP, with match day operations varying due to location. Due to the nature of the post, evening and weekend work will be required. 37.5 hours per week.

Salary: £16,000 - £18,000

Role Overview:

- To be responsible for Foundation Development Phase of the Academy and working alongside the Academy Manager and Head of Coaching in 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. This will include delivery of all KPIs, as required by the EPPP programme. In addition, the successful candidate will profile all players within the phase across the 4 corners (Technical/tactical, Physical, Psychological, Social).

Personal Specification

Knowledge, Skills and Experience Required

Experience in an Academy Coaching role within the Club or a Club of a similar standard is vital, as is a comprehensive understanding of the implications of the forthcoming 'Elite Player Performance Plan' legislation. Relevant Coaching qualifications are a necessity and an ability to build networks and obtain and manage important information is of huge importance.

Primary Behaviour: Supporting & Co-operating

Competency: Working with people

- a. Demonstrates an interest in and understanding of others
- b. Adapts to the team and builds team spirit
- c. Recognises and rewards the contributions of others
- d. Listens, consults others and communicates proactively
- e. Supports and cares for others
- f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses

Competency: Adhering to principles & values

- g. Behaves consistently with clear personal values that complement those of the organisation
- h. Sets appropriate standards of behaviour
- i. Able to recognise and handle sensitive information with tact and discretion
- j. Supports others and shows respect and positive regard for them in social situations. Puts people first, working effectively with individuals and teams, customers and staff.

Primary Behaviour: Organising & Executing

Plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.

Competency: Planning & organising

- a. Sets clearly defined objectives
- b. Plans activities and projects well in advance and takes account of possible changing circumstances
- c. Manages time effectively
- d. Identifies and organises resources needed to accomplish tasks
- e. Monitors performance against deadlines and milestones

Competency: Delivering results & meeting customer expectations

- f. Focuses on customer needs and satisfaction
- g. Sets high standards for quality and quantity
- h. Monitors and maintains quality and productivity
- i. Works in a systematic, methodical and orderly way
- j. Consistently achieves project goals

Primary Behaviour: Interacting & Presenting

Communicates and networks effectively. Successfully persuades and influences others. Relates to others in a confident and relaxed manner.

Competency: Persuading and Influencing

- a. Makes a strong personal impression on others
- b. Gains clear agreement and commitment from others by persuading, convincing and negotiating
- c. Promotes ideas on behalf of self and others
- d. Makes effective use of political processes to influence and persuade others

Primary Behaviour: Leading & Deciding

Takes control and exercises leadership. Initiates action, gives direction and takes responsibility

Competency: Leading & Supervising

- a. Provides others with a clear direction
- b. Sets appropriate standards of behaviour
- c. Delegates work appropriately and fairly
- d. Motivates and empowers others
- e. Provides staff with developmental opportunities and coaching
- f. Recruits staff of a high calibre

Competency: Deciding & initiating action

- g. Makes prompt, clear decisions which may involve tough choices or considered risks
- h. Takes responsibility for actions, projects and people
- i. Takes initiative, acts with confidence and works under own direction
- j. Initiates and generates activity

Primary Behaviour: Adapting & Coping

Adapts and responds well to change. Manages pressure effectively and copes well with setbacks.

Competency: Adapting & responding to change

- a. Adapts to changing circumstances
- b. Accepts new ideas and change initiatives
- c. Adapts interpersonal style to suit different people or situations
- d. Shows respect and sensitivity towards cultural and religious differences
- e. Deals with ambiguity, making positive use of the opportunities it presents

Personal Criteria Checklist

Qualifications	Essential	Desirable
1 - Valid full (UK) driver's licence	✓	
2 – UEFA B Coaching Licence	✓	
3 - Advanced DBS Disclosure	✓	
4 – FA Youth Award		✓
Skills, Knowledge & Experience		
5 - IT skills to include the ability to use Microsoft Office (Excel, Word and Outlook)	✓	
6 – Knowledge of the EPPP system and requirements.	✓	
7 – Experience of working within professional sporting environment	✓	
8 – Knowledge and experience of The PMA system.	✓	
9 – Proven track record of elite player development and transition into a 1 st team environment.	✓	
10 – Understanding of maturation and long term athletic development	✓	
11 – A strong understanding of key organisational operational requirements including Safe Guarding, HR Health & Safety.	✓	
12 – Experience of working with an Academy MDT to develop SMART Targets.	✓	
13 – Knowledge and previous experience of reflective practice and personal development	✓	
14 – Experience of developing recruitment, in line with the EFL, EPPP system. This includes completion of relevant forms, procedures, etc.	✓	
15 – Ability to effectively liaise with players, parents, coaches, staff and senior management, including being able to deal effectively with tasks, in both a methodical and creative way.	✓	
16 - Strong communication and public engagement skills/	✓	
17 – An understanding of elite player behaviour, growth and maturation and psychological aspects.	✓	
18 – Experience of developing staff and players within an elite football academy environment.	✓	
Attitude/Behaviours		
19 - Takes responsibility for ensuring a high quality of work at all times.	✓	
20 - A genuine team player who leads from the front and will support and motivate other members of the team.	✓	
21 – An adaptive individual who can cope well in high pressure situations.	✓	
22 – A proven ability to multi task and manage multiple projects.	✓	
Personal Qualities		
23 - Hardworking and enthusiastic	✓	

24 - Meticulous attention to detail	✓	
25- Understands the importance of confidentiality and integrity at all times	✓	
26 - Loyal and committed	✓	
27 – Seeks to learn and develop daily	✓	
28 – Understanding of personal development and training of other Coaching staff, alongside the Academy Manager	✓	

Role Responsibilities & Key Duties

- To be responsible for and working alongside 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.

Their personal growth as a Lead Phase Coach

- 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.

Working alongside the Head of Coaching to have a clear understanding and acceptance of their development needs

- Working alongside the Head of Coaching to provide a clear, up-to-date Training needs of every individual coach's current and required level of performance
- Observe coach performance and provide feedback to aid development
- Complete Training Needs review with all coaches

Individual Player Development

- Working alongside the Academy Team, to develop players, within the Academy System, in line with the Academy APP's Smart Targets
- Understanding of player development and his might differ across the 4-corner model.
- Being able to identify talent with the Academy System and work with the coaches to develop the player's individual needs and development plan
- Lead coaches in 6 or 12 weekly player reviews

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

- Ensure coaches understand how to work effectively in an 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

Develop a Club specific coach monitoring tool

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

Health and Safety

- To take responsibility for your own health, safety and welfare, ensuring compliance with Newport County AFC's Health and Safety Policy, procedures and safe systems of work.

Training & Development

- To undertake all reasonable training, learning and development activity designed to support you in your role.

Diversity and Equality

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment.