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# YDP lead Coach

# Job Description

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| Job Title | **Academy Lead YDP Coach** |
| Department | YDP |
| Reports to | Academy Manager, Head of Coaching |
| Key Contacts | Senior Professional Development Coach, Lead FDP Coach, Lead FP Coach(Liaison), Academy Management team members, all Academy staff, Academy Secretary, HR Officer, coaches. |
| Location | 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. |
| Hours | Full Time 40 Hours per week |
| Job Purpose | To follow the existing coaching syllabus within the Academy. Developing players within the age group across the four corners in line with Newport County AFC’s coaching program |
| Remuneration | £18,000 |

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|  | Role Responsibility &Key Duties | |
| 1 | Organise and deliver weekly training sessions, ensuring staff follow the Academy curriculum by working closely with the head of Coaching. | |
| 2 | Manage and organise staff to ensure training and games are staffed accordingly. Attend sessions and games in evenings and on weekends. | |
| 3 | Oversee staff session plans and ensure PMA is kept up to date. | |
| 4 | Liaise with Academy staff, parents and players so they know the timetable and details for games using TeamApp. | |
| 5 | Work alongside the head of recruitment to search for new talent to introduce into your age groups. | |
| 6 | Also manage the exit and review process around those leaving the Academy. | |
| 7 | Reviews for each player take place every 12 weeks, ensure your age group coaches have produced accurate and supportive feedback for the players. | |
| 8 | Collate staff timesheets each month and send to Academy Manager. | |
| 9 | Assist in the recruitment of qualified staff with the head of Coaching. | |
| 10 | Liaise with the head of medical to ensure any injuries are supported. | |
| 11 | Liaise with the head of sports science to ensure players are developed, supported weekly and tested every 3 months. | |
| 12 | Liaise with partner organisations and clubs to grow relationships and meet obligations. | |
| 14 | Raise any issues or incidents through MYCONCERN |
| 15 | Meet EPPP requirements and play a hand in the audit procedures. |
| 16 | Liaise with the head of analysis to arrange the filming of games across age groups. |
| 17 | Liaise with the head of education around players school reports and progress. |
| 18 | Organise match day operations and match kit with the head of operations. As well as pitch and travel requirements. |
| 19 | Ensure all age groups have the necessary equipment for their sessions. |
| 20 | Report to the Academy Manager each month on phase progress. |
| 21 | To ensure all shadow squad payments are up to date and paid on the first week of each month. |
| 22 | To ensure staff are creating and delivering shadow squad players reviews twice per season. |

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**Safeguarding Statement**

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 & I Statement**

Note that we are seeking to diversify our workforce in particular by ethnicity, gender and sexual orientation and would encourage applications from these demographics.

Newport County is committed to promoting a diverse and inclusive community – a place where we can all be ourselves. We will support staff from different backgrounds to create the best environment for us all to prosper together.

**To apply please complete the NCAFC application form and return it to** [**academy.admin@newport-county.co.uk**](mailto:academy.admin@newport-county.co.uk)**.**

**No C.V’s will be accepted.**

**The application deadline will close on Thursday 19th August 21 5pm with no applications being considered after this date.**

**Personal Criteria Checklist**

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| **Qualifications** | **Essential** | **Desirable** |
| 1 - Valid full (UK) driver’s licence | 🗸 |  |
| 2 – UEFA A 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 1st 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 | 🗸 |  |

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| 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 | 🗸 |  |