

# Academy Age Group Coach (Part Time) Job Description

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| **Job Title** | **Age Group Coach (Part Time)** |
| **Department** | Academy |
| **Reports To** | Academy Manager |
| **Direct Reports** | Foundation or Youth Development Phase Lead Coach, Head of Coaching |
| **Key Contacts** | Internal – Academy Players, Academy Manager, Academy Head of Coaching, Academy Coaching Staff, Lead Academy Physio, Lead S&C Coach, Head of Academy Recruitment, Academy Operations Manager  External – Opposition Club Coaches, Parents |
| **Budgetary Responsibilities** | None |
| **Location** | Newport County AFC, Lliswerry High School, Nash Road, Newport |
| **Hours** | TBC |
| **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 programme. |
| **Remuneration** | Dependant on qualifications. |

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| **Role Responsibilities & Key Duties** | |
| **1** | To deliver the coaching syllabuses within your working timetable |
| **2** | To record session plans and submit attendance accordingly for every session delivered within the 9-18 Academy Programme via the Performance Management Application (PMA) |
| **3** | To evaluate and cross reference learning objectives to the individual’s outcomes |
| **4** | To provide relevant feedback to line management as required |
| **5** | To take a multidisciplinary approach to working using the expertise of sports science and medical staff as well as Academy and Senior coaching staff |
| **6** | To submit all Academy phase reviews every 6/12 weeks |
| **7** | To submit all Academy Player Action plans every 10 weeks & attend/deliver at meetings |
| **8** | To submit all Development & Shadow reviews for the 9-16’s every 12 weeks according to role |
| **9** | To attend all stipulated sessions in line with the Academy Coaching Timetable |
| **10** | To contribute to the recruitment & trial process of the programme if/when required |
| **11** | To attend Saturday or Sunday fixtures where applicable |
| **12** | To attend all Academy meetings where applicable |
| **13** | To undertake appropriate CPD in line with EFL rules and regulations |
| **14** | To complete any other duties as deemed reasonable by the Academy Manager or Phase Lead |



**Academy Age Group Coach (Part Time) Person Specification**

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| **Qualifications** | | **Essential** | **Desirable** |
| **1** | UEFA B licence outfield award or working towards |  |  |
| **2** | UEFA A license outfield award |  |  |
| **3** | FA Youth Module 3 (assessed) |  |  |
| **4** | FA Advanced Youth Award |  |  |
| **5** | FA Safeguarding children workshop |  |  |
| **6** | FA First Aid for Sport Level 2 |  |  |
| **7** | DBS check |  |  |
| **Skills, Knowledge & Experience** | |  |  |
| **8** | Extensive knowledge and experience of the role and the position |  |  |
| **9** | Experience working across academy age groups |  |  |
| **10** | Understanding and consideration of Safeguarding and Health and Safety Policies and procedures |  |  |
| **11** | Understanding of the Elite Player Performance Plan (EPPP) |  |  |
| **12** | Experience of scouting & talent identification processes and procedures |  |  |
| **13** | IT skills to include the ability to use Performance Management Application (PMA) software and Microsoft  Office (Excel, Word and Outlook) |  |  |
| **14** | Excellent interpersonal and communication skills |  |  |
| **Attitude/Behaviours** | |  |  |
| **15** | Ability to work under pressure and to tight deadlines |  |  |
| **16** | A genuine team player |  |  |
| **17** | A reliable individual |  |  |
| **Personal Qualities** | |  |  |
| **18** | Displays a high level of discretion |  |  |
| **19** | Personable with an ability to build individual relationships |  |  |
| **20** | Hardworking and enthusiastic |  |  |
| **21** | Empathetic to young players |  |  |
| **22** | Ability to adapt to changing circumstances |  |  |
| **23** | Loyal and committed |  |  |

# 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 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 AFC 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.

**Please complete and email an application form to** [**academy. admin@newport-county.co.uk**](mailto:academy.%20admin@newport-county.co.uk) **if you believe you have the relevant skills and experienced required to join our Academy staff.**