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| Job Title | Lead Youth Development Phase Coach |
| Reporting to | Academy Manager |
| Location | WBA Academy Building, Halfords Lane, West Bromwich, B71 4LF |
| Line Management Responsibility | N/A |
| Main Purpose | To work as part of a team in the delivery of the 12-16 coaching programme working alongside the academy manager and head of coaching.  Taking a holistic approach to improve the technical/tactical/physical and psychological ability of 12-16 year old players to progress them into the professional development programme.  To link with academy manager, head of coaching and other development phase coach in the delivery of the programme and individual players learning outcomes. |
| Working Hours | Full time which may include evenings, weekends and bank holidays as required and in line with business needs. |

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| DUTIES & RESPONSIBILITIES | |
| Your main responsibilities for this role include, but are not limited to the following:   * Manage the Multi Disciplinary team for the YDP age groups. * Support and deliver the coaching programme for the Youth Development Phase Age groups * Manage the individual player Development programme across the phase. * Communicate with and manage part time coaches within Youth Development age groups along side the Head of Coaching and Asst YDP coach. * Have a clear understanding of the Club Philosophy and Academy Performance Plan * Support the organisation and delivery of the YD Phase Games Programme with the Head of Operations. * Implementing and maintaining the Premier Leagues ‘Elite Player Performance Plan’ (EPPP) rules and regulations for the Youth Development Phase, making sure it underpins the work of the department. * Update the Players performance clock and arrange all 6- and 12-week reviews. * Monitor the transition of players from the Youth Development Phase to the Professional Development Phase. * Integrate with all Academy department staff to deliver a holistic development programme for all players. * Coach a team in the Youth Development phase age group with a part time staff member ensuring clear integration * Undertake enhancement of specific personal qualifications and all CPD provided by the Club and regulatory bodies. * To ensure the Academy Performance Plan underpins the work of the department. * To complete all tasks related to Coach Competency Framework * To lead and assist CPD for Academy Staff * The carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding * To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training. * To contribute positively to the Clubs vision and culture * To promote and adhere to the Equality, Diversity and Inclusion Policy and to work consistently to embed ED&I into everything. * To ensure the working environment is free from harassment and discrimination and any other form of unacceptable behaviour. * To fully participate in one-to-ones and departmental reviews and meetings. * To fully participate in annual and mid-term appraisals. * To understand the Club’s Safeguarding policy, procedures and best practice guidelines and use these to ensure appropriate and safe working practices applicable to the role. * To promote and assist with Safeguarding. * To carry out CPD and keep up to date with any training and updates relevant to the role. * To ensure the health & safety within the Club for self and others is adhered to at all times. * To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding. * To fully support and participate as requested in the Clubs internal group activities for EDI, sustainability and wellbeing. * To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.   The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands. | |
| PERSON SPECIFICATION | |
| Essential Criteria |  |
| * FA Advanced Youth Award * UEFA A License * Hold an enhanced FA DBS * Previous experience of coaching U12-16 players in an Academy environment * Member of the FA Licensed Coaches Club * Safeguarding Children * Clean Driving License * Computer Skills as PMA forms a large part of Data collection * Highly organised and methodical approach to workload * Confidential and diplomatic * Excellent communication skills both written and verbally * Full driving license * Right to Work in the UK |  |

**Equality and Diversity**

West Bromwich Albion FC is an equal opportunities employer and is committed to provide equality and fairness for all employees and opposes all forms of unlawful and unfair discrimination and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

West Bromwich Albion Football Club also welcomes applications from suitably qualified members of the armed forces family.

**Applications will only be accepted when received through our online vacancy platform iRecruit:**

[**https://irecruit.efl.com/vacancies**](https://irecruit.efl.com/vacancies)

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| **Signed** | **Name** | **Date** |
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**Safer Recruitment**

West Bromwich Albion is committed to safeguarding and promoting the welfare of children, young people and adults at risk, therefore expects all staff and volunteers to share this commitment.

WBA’s Safeguarding, Equality and Whistleblowing policies can be accessed here <https://www.wba.co.uk/club/about-us/club-policies>

It is unlawful for the Club to employ anyone who is involved with regulated activity who is barred from doing so and we will carry out rigorous pre-employment checks and screening.

An Enhanced DBS, References, Qualifications, Proof of Identity and Right Work in the UK checks will be required and carried out prior to commencement in this post.