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| Job Title | Academy Coach (Casual) |
| Reporting to | Head of Academy Coaching |
| Location | EPPP Building, Halfords Lane, West Bromwich, B71 4LG |
| Line Management Responsibility | N/A |
| Main Purpose | To coach Academy players and prepare sessions with a Whole player development approach in mind |
| Working Hours | Casual contract – this 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: * Follow and adhere to the Clubs Playing and Technical Philosophy as set out in the Academy Performance plan
* Prepare sessions with a Whole player development approach in mind.
* Show an understanding of the Long Term Athletic Development plan allowing players to reach their full potential
* Show understanding of individual, unit and team strategies in line with the Clubs vision

Administration* Ensure all Sessions are completed on the PMA at the end of each evening.
* Complete all individual player Learning Objectives and feedback requirements
* Complete registers and attendance data on the PMA
* Comply with all Football League requirements for a Category 1 Academy
* Ensure 6 weekly and 12 weekly reviews are completed in liaison with the Lead Phase Coach.
* Uphold player confidentiality at all times.
* Maintain quality of equipment and ensure all is returned complete after session
* Show good timekeeping and preparation prior to session. Coaches must be ready to start prompt on session commencement.

Qualifications, Feedback and Review* Make sure qualifications are up to date in line with the EPPP requirements
* Complete Youth Modules 1-3
* Be qualified in EFAIF
* Complete the Clubs Coach Competency framework and look to develop your action plan
* Attend all CPD sessions as instructed by the Head of Coaching
* Maintain membership of the FA Licensed Coaching Club
* Be responsible for personal Development away from the club

Payment and timesheets* Payments will be received on the last day of each month, however the cut off for time sheets is the 14th of the month.
* Coaches must submit a completed timesheet by the 14th to guarantee payment at the end of the month. It is coach’s responsibility to submit this to the Academy manager. (No timesheet after the 14th will be paid at the end of that month)
* One months notice period of contract, this termination is the same for coach and Football Club

General* 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 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 |  |
| * To hold an UEFA B and FA Youth Award
* 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
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**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)

**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.

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| **Signed** | **Name** | **Date** |
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