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| Job Title | Senior Professional Development Coach |
| Reporting to | Academy Manager/Director of Football Operations |
| Location | WBA Development Centre, 430 Birmingham Road, Walsall, West Midlands, WS5 3LQ |
| Line Management Responsibility | N/A |
| Main Purpose | To manage the development programme of the U21s development group. |
| 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:   * To plan, prepare, organise and manage training sessions for all U21s players. * To work alongside other members of staff to ensure a Multi-disciplinary development programme is put in place for all U21 development group players with particular emphasis on individual need. * To prepare, coach and manage the U21 Team. * To liaise with the Head of Education & Welfare to ensure welfare issues and educational requirements of the Development Group are being met. * To manage the conduct of all the U21 Development Group players in conjunction with the Academy Manager/Director of Football Operations and all other relevant staff. * To ensure reviews with all development group players is carried out every 10 weeks in conjunction with the other academy staff. * To liaise and work with the Head of Analysis to ensure the U21 development squad receive regular video analysis feedback sessions. * To liaise and work with the Head of Recruitment in the management of any trialists between U17 and U21. * To establish, maintain and assess a loan programme for U21 development group players in conjunction with the Sporting Director and Professional Development Phase Coach responsible for loans. * To provide support to players on the loan programme through feedback and discussion and to ensure in conjunction with the Academy Manager/Head of player loans/PDP staff that the players are monitored accordingly. * To liaise with the Head Coach and other members of the First Team Staff in relation to the development of players in your group. * To maintain and update the performance management application (IP). * To update the Players Performance Clock and hold review meetings at appropriate times. * To manage Individual Player Programmes and Reviews. * To attend all in-service training sessions and meetings when requested. * To participate in tour and tournaments including leading and managing teams overseas. * To report any matters of concern related to your duties to the Academy Manager/Director of Football Operations * 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   * UEFA Pro Licence/UEFA A License * FA Advanced Youth Award * EFAIF * Hold an enhanced FA DBS |  | |
| * 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)

**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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