

# Job Description



<b>Job Title</b>	Lead Professional Development Phase Coach
<b>Reporting to</b>	Academy Manager
<b>Location</b>	WBA Training Ground, Walsall
<b>Line Management Responsibility</b>	N/A
<b>Main Purpose</b>	To develop an elite environment for the progression and development of young professional players, promoting the academy philosophy, vision and culture at all times.
<b>Working Hours</b>	Full time which will include evenings, weekends and bank holidays as required and in line with business needs.

## DUTIES & RESPONSIBILITIES

**Your main responsibilities for this role include, but are not limited to the following:**

- Deliver consistent up to date communication with the Academy manager and Head of Coaching surrounding the journey and progression of the players.
- Show a clear understanding of the Club Philosophy and Academy Performance Plan.
- Adopt a multi-disciplinary approach to ensure the well-being and holistic development of the Professional Development Phase (PDP) players.
- Organise, prepare and deliver the PDP age group Coaching Programme, including all coaching sessions in relation to the technical syllabus and individual player development plans.
- Organise and manage the PDP age group Games Preparation.
- Conduct performance reviews with all Under 18 age group players with a multidisciplinary approach, working closely with the medical, sports science, analysis and education departments.
- Liaise with recruitment staff regarding talent identification and the needs analysis for players in the PDP age group.
- Work in conjunction with the Head of Academy Recruitment and Head of Coaching to ensure the process is managed effectively.
- Develop an appropriate review and feedback process to the Academy Management Team (AMT) and Technical Board when required.
- Log all sessions on PMA, 6-week reviews, half year and end of season reports and Player ILPs ensuring accurate and timely records are kept.
- Deliver individual player reviews in coordination with the Education Officer every 6 weeks.

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- Ensure the club's Safeguarding Children's policy rules and regulations are adhered to at all times.
- Attend coaches' meetings as set out by the Academy Manager/Head of Coaching
- 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.

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## PERSON SPECIFICATION

### Essential Criteria

- UEFA 'A' Coaching License
- FA Advanced Youth Award
- CPD License Maintenance, Member of the FA Licensed Coaches Club
- EFAIF (Emergency Aid)
- Safeguarding Children
- Possess a clean current driving license
- A proven track record of coaching at a professional level and of coaching U16-21 players in an Academy environment
- Full driving license
- Right to Work in the UK

### Desirable Criteria

- Pro License
- Experience with the PMA.
- Experience within Academy PDP Phase

### 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.

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

<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 for this post.

Signed	Name	Date