

# RECRUITMENT PACK

Youth Development Phase Lead (U12-U16)





# ABOUT THE CLUB

Carlisle United was founded in 1904, and Brunton Park has been our home since 1909.

Located just nine miles from the border with Scotland, we are the most northerly professional football club in England. With no close geographical football rivals, and our nearest over 50 miles away, Carlisle United has always stood apart.

We are shaped by our geography as much as our history. Weather, rural landscapes, pockets of heavy industry and long distances combine to make us unique within the football pyramid.

We are the club of the regional capital and Cumbria's biggest city. Our regional challenges demand a tough spirit, and that spirit runs through the club, the supporters and the community we represent.

Carlisle United is the premier sporting organisation in Cumbria, but also a proud local community club with a reach that extends far beyond the city. The club is traditional, proud of its heritage and used to both highs and lows. We have experienced success and adversity, and those moments have helped shape who we are.

Carlisle United is part-owned by the Carlisle United Supporters' Trust, which has representation on the club's board. Our supporters want their voice to be heard. They are fiercely proud, loyal, strong-minded and vocal. They demand honesty, passion, fight, determination and commitment, both on and off the pitch.

They want to see local players flourish. Many people may come and go from our region, but they remain Cumbrians and Carlisle United supporters.

# OUR VISION FOR THE FUTURE

To compete at the highest level possible as a sustainable football club that inspires pride and belongs to everyone.

## OUR VALUES



### INTEGRITY

Be honest, ethical, and respectful in every interaction. Communicate transparently and act with consistency



### EXCELLENCE

We demand the highest standards in all areas on and off the pitch, in operations, and in service. Celebrating effort, execution, and continual improvement.



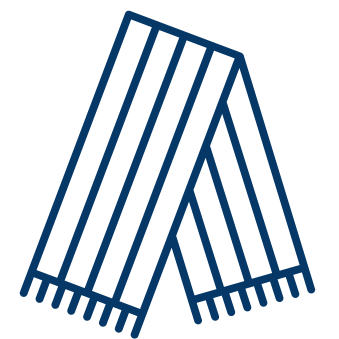
### AMBITION & INNOVATION

Embrace new ideas and strive to lead, not follow. Aspire to grow and achieve beyond expectations. Create shared memories that **inspire lifelong loyalty.**



### TEAMWORK & RESPECT

We work collaboratively and listen to all voices. We treat everyone with dignity, fairness and inclusivity.



### PRIDE & PASSION

Represent Carlisle United with heart, purpose and professionalism

# ROLE OVERVIEW

## Youth Development Phase Lead (U12-U16)

**Department:** Academy

**Reports to:** Head of Coaching

**Direct reports:** YDP Coaches

### **Purpose of role**

To lead and manage the Youth Development Phase in line with the Club's Academy Performance Plan, working closely with the Head of Coaching and Academy Manager.

**Salary:** Competitive

### **Key relationships**

**Internal:** Academy staff and wider club staff

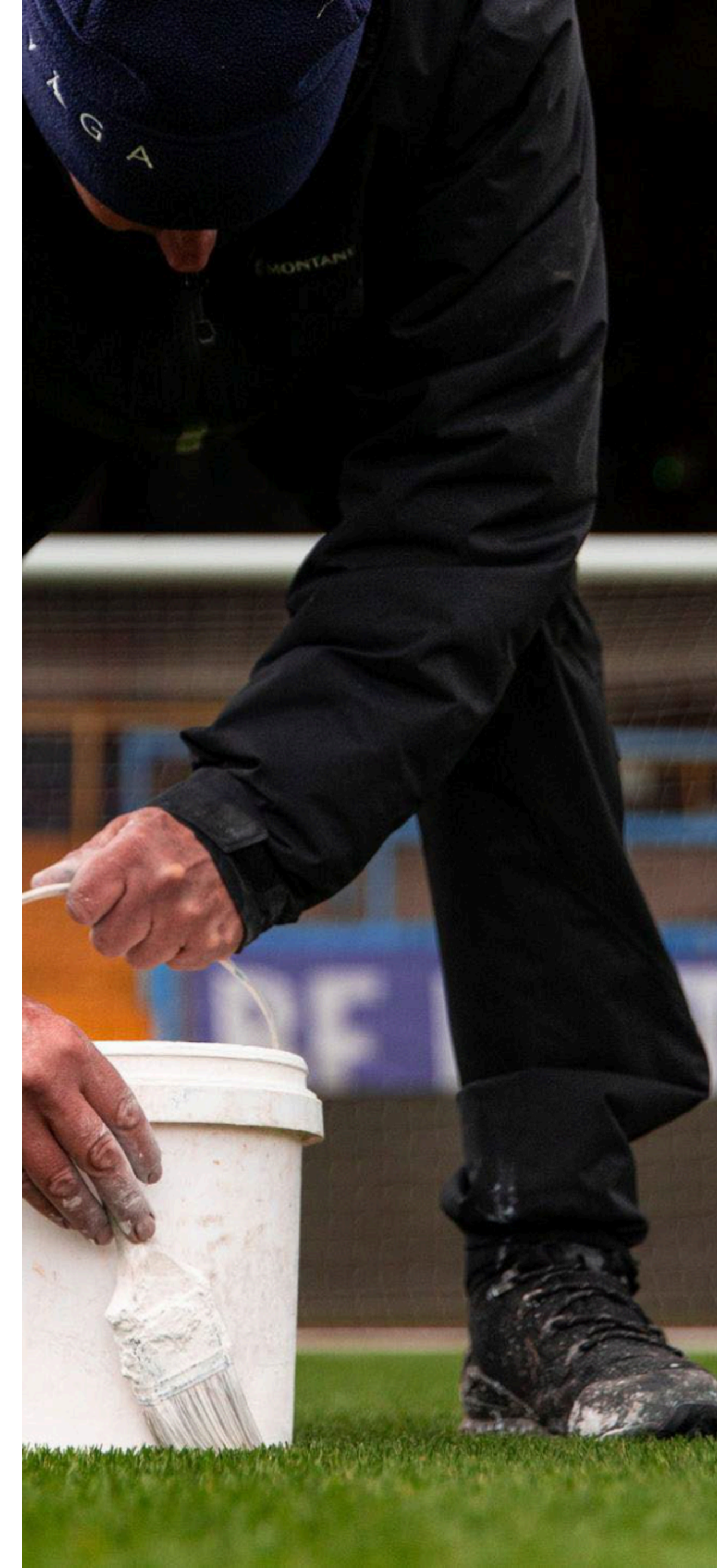
**External:** Governing bodies, EFL and other academies

**Closing date:** Monday 22nd June 2026

### **How to apply**

Please submit EFL iRecruit

Please note, we reserve the right to close applications earlier if a suitable candidate is found. No late applications or CVs will be accepted. Email [sarah.mcknight@carlisleunited.co.uk](mailto:sarah.mcknight@carlisleunited.co.uk) for any queries.



# KEY RESPONSIBILITIES

## Youth Development Phase Lead (U12-U16)

### Key Responsibilities

- To work as an integral member of the coaching department to support the development and implementation of the Academy Performance Plan in conjunction with the Academy Manager and Head of Coaching.
- Responsible for devising, implementing and continually improving the technical coaching syllabus in line with the Academy coaching/playing philosophy in liaison with Head of Academy Coaching and Academy Manager.
- Responsible for ensuring YDP Age Group Coaches are delivering coaching sessions in line with the phase specific coaching syllabus and that match day philosophy is monitored.
- Support the Head of Coaching with the implementation of the Coach Competency Framework and Individual Coach Development Action Plans for coaches within the Youth Development Phase.
- Responsible for developing and organising a varied and suitable games program for all age groups within the Youth Development Phase.
- To continually assess and evaluate player progression within the YDP age groups and ensure creation of Individual Development Plans for all players within the phase.
- Arrange and chair regular multi-disciplinary team meetings with Phase Coaches, Recruitment and Sports Science staff to monitor all aspects of the Phase
- To oversee development reviews every 6 weeks and with support of the Youth Development Phase Age Group Coaches oversee delivery of feedback to players and parents both formally in meetings, and informally as required.
- To liaise with both the Foundation Phase and Professional Development Phase Lead Phase Coaches to organise all playing squads on a weekly basis.
- To organise the logistics and staff availability across the phase on a weekly basis.
- To maintain compliance and high operational standards in line EFL and PGAAC expectations.
- Along with the Lead Foundation Phase Coach, ensure all transport, pitches and referees are booked and co-ordinated on a weekly basis.
- To be fully responsible for the safety and welfare of all players under your care.
- To report regularly to the Academy Manager on overall progress and development within the Academy and to represent collective views in respect of future developments and directions.
- To ensure that the FIP / club documentation system is kept up-to-date in all matters relating to your Phase.



# QUALIFICATIONS

Youth Development Phase Lead (U12-U16)

## Qualifications

- UEFA A licence
- FA Advanced Youth Award (YDP)
- Senior & academy coaching experience
- Academy experience category 1-3
- FA Youth Award
- Valid FA Licensed Coaches Club membership
- Experience of coaching within the relevant age groups (preferably in an academy/player development environment)
- Computer skills (Word/ Excel/ Access).
- High levels of communication skills, both orally and written.
- Personable and enthusiastic with a strong work ethic.
- Sensitive to the needs of young players and parents/guardians
- Willingness to work weekends and evenings.
- DBS check undertaken



# OTHER INFORMATION

## Recruitment and information pack

### Safeguarding

The club has a top-level commitment to safeguarding, which promotes practice and behaviours that value children and adults at risk, creates a culture of accountability and drives continual improvement.

We are committed to safeguarding and promoting the welfare of young players and staff.

We expect all staff, volunteers, parents/carers, young players, partner agencies and commissioned service providers to share this commitment.

This role will involve working with under-18s and, as such, is subject to Enhanced Disclosure and Barring Service Checks (DBS) and 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. Clearance through the FA system is required before any employee may commence employment.

The club follows safer recruitment processes.

### EDI

The club is committed to applying its Equality Policy at all stages of recruitment and selection, and adverts will contain an equal opportunities statement.

Shortlisting, interviewing and selection will always be carried out without regard to age, disability, gender, gender reassignment, marital/civil partnership status, pregnancy/being on maternity leave, race, religion/belief, sexual orientation, or any other legally protected characteristic.

Any candidate with a disability will not be excluded unless the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the selection process will be made to ensure that no applicant is disadvantaged because of their disability.

