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| Job Title | Casual Women’s 1st Team Performance analyst |
| Reporting to | Women’s First Team Head Coach/ Lead Academy Performance Analyst |
| Location | WBA Training Ground |
| Line Management Responsibility | N/A |
| Main Purpose | To support and provide Analysis provisions for the women’s first team. |
| 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:   * Assist with the filming of the Women’s home matches * Code games in line with the teams playing philosophy and all individual player clips within 24 hours of the game being completed. * Code opposition games to feed back to the coaching staff to formulate a Pre-Match report for the coaches and players. * Liaising with coaches following games to enable you to pick out relevant clips and create post-match presentations based on the teams current training focus. * Help maintain best practice databases. * Develop statistical databases that will aid the women’s team from both an individual and team perspective. * Aid in the sharing of best practice and KPI's * Assist with any other duties required by the coaching staff or players. * Helping the department with tasks and projects where necessary. * Ensuring all equipment is maintained and upkept to the appropriate standards. * 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 | | **Desirable Criteria** |
| * Essential Qualifications * Skills and Experience * Essential Knowledge * 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 | * Desirable Qualifications * Desirable Skills and Experience * Desirable Knowledge * BSc Undergraduate Degree in Sport Science, Sport Performance Analysis, Coaching or equivalent * Previous experience providing analysis support within an elite football club. * Proficient in the use of Mac iOS and Windows operating systems / software including; Keynote, Numbers, Microsoft Office (Excel, Powerpoint, Word). * Flexible approach to work and willingness to work evenings and weekends when required. | |

**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 her

<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.

A Enhanced DBS, References, Qualifications, Proof of Identity and Right Work in the UK checks will be required and carried out for this post.

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